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AUXDATA Overview Guide

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1. PREFACE

1.1 Purpose

This document has been developed to provide U.S. Coast Guard (USCG) Auxiliary users with instructions and information necessary to use the Auxiliary Data (AUXDATA) system. The goal of this document is to provide the Auxiliary with an Overview Guide for training new personnel and guidelines for using the AUXDATA system.

1.2 Intended Audience

The following is a list of groups for whom this document was created:

- Assistant Commandant of Operations (G-O)
- Office of Auxiliary (G-OCX)
- District/Director of Auxiliary (DIRAUX)
- Division
- Flotilla.

1.3 Style Conventions

This document uses the following specific type styles to differentiate commands, directory names, and so forth, from the main text.

ENTER	The command to press the ENTER key is set in bold and uppercase.
F1	Function keys are set in bold and uppercase.
CTRL-D	Key combinations, that is, keys that are pressed simultaneously to form a command, are hyphenated and set in bold and uppercase text.
ls_Δ-lt	Commands are set in 12 point Courier bold text and in upper, lower, or mixed case as required by the system.
#	A pound sign represents sensitive data within a field.
Δ	Spaces, or blank characters, in commands are represented by a subscript triangle.
Variable data	Variable data to be entered in response to a system prompt or as part of a command is set in italics and in upper, lower, or mixed case as required by the system. Example: cp_Δ/ax/*.pf/ax/YYYY .

NOTE: *Unless otherwise directed, press the **ENTER** key after typing a command within any procedure.*

1.4 Security and Privacy

Increased security has been added to the AUXDATA application. The ability to create, read, update, and delete data in the centralized system is based on the user's role and position. User IDs and passwords to the system indicate the allowable permission level that a user has and prevent users from performing any actions in AUXDATA that are beyond the scope of their level.

The USCG has migrated to a Web-based environment using the CG Standard Workstation III (SWIII). The new AUXDATA, which is a Solaris-Oracle-Internet Explorer application, is Web-based and runs on any workstation or laptop that supports the Microsoft (MS) Internet Explorer (IE) Web browser, which includes all SWIII computers. Architecturally, the AUXMIS II legacy system moved from a Computerized Tomography Operating System-based system to become AUXDATA in an MS Windows NT environment and has a completely different look and feel.

2. BUSINESS PROCEDURES

In the past, AUXMIS II business procedures mandated that users produce paper records and reports using local logs. Users were unable to view the data in the central database to determine if the CG Headquarters (HQ) AUXMIS II data clerk had entered their paper report correctly. The new functionality of AUXDATA changes some of the business procedures that were in place during the use of the AUXMIS II Legacy central computer system. Most notably, users enter their data into a log format directly in the AUXDATA central database, nearly eliminating mailing, faxing, or message traffic submission of quarterly reports.

2.1 Changes to Business Process

This section discusses many of the business process changes that have resulted with the use of AUXDATA.

2.1.1 Settings for AUXDATA

For AUXDATA to function, Regional System Managers must load the J-Initiator 1.1.7.18 plugin to MS IE. This version of J-Initiator is part of the CG Standard Image 4.6 and higher.

Also, Adobe Acrobat Reader must be configured properly to view reports. To configure Adobe Acrobat Reader, perform the steps below:

Step 1: Open Adobe Acrobat Reader.

Step 2: Click **File**.

Step 3: Point to **Preferences**, and click **General**.

Step 4: Ensure that **Web Browser Integration** is not selected (see Figure 2-1).

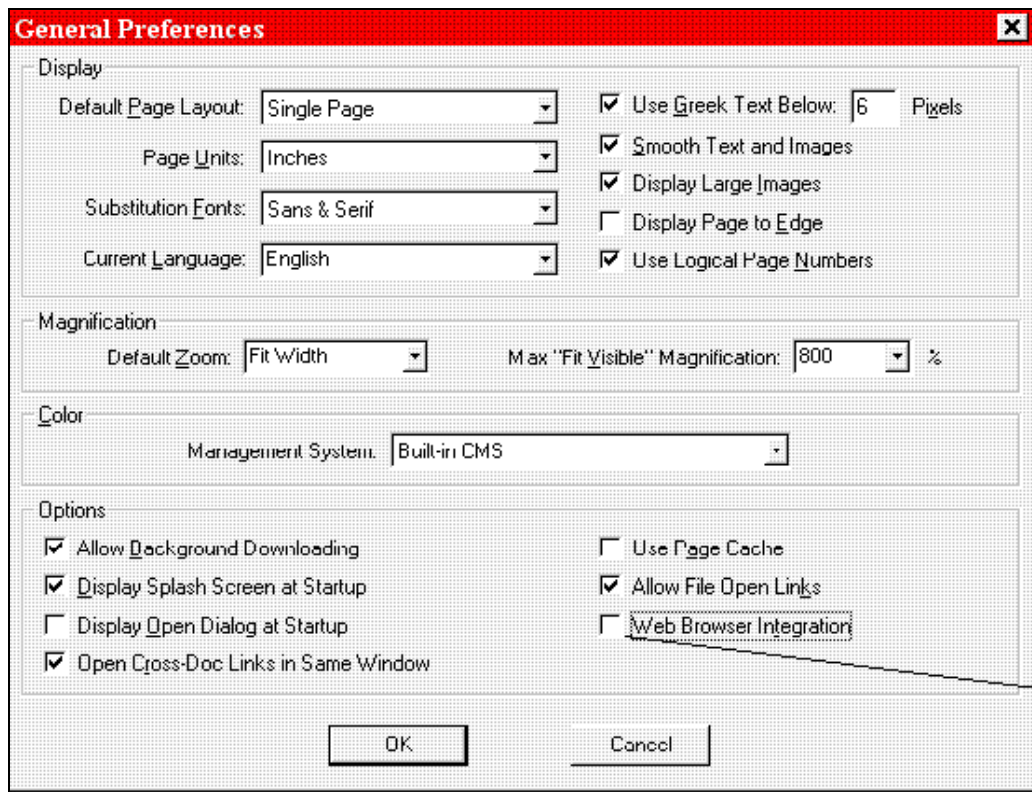


Figure 2-1 Clear Web Browser Integration Selection

2.1.2 Definition of a Resource

The old AUXMIS II Reporting system treated Aircraft, Boats, Radios, and Units as unique resources with very unique reporting requirements. AUXDATA has changed to manage each resource equally. Therefore, the data capture process is fundamentally the same regardless of the type of resource the user is reporting.

AUXDATA only captures resource hours, allowing the unit to report the performance of only one mission at any given time. Employment hours were determined by the CG to be unnecessary in justifying resource utilization, and therefore, were eliminated.

2.1.3 Activity Logs

AUXDATA uses a unique Activity Log for each Resource.

One of the major benefits of the common Activity Log structure is that the statuses of all CG Auxiliary resources can be determined at any time by generating a summary report of the last activity entry for all resources within an organizational structure such as a District or Flotilla. Once all users begin updating their logs in real time, there may no longer be a need to send a change in status message for individual resources.

New missions and employment categories have been incorporated in the new AUXDATA application, and some old employment categories have been omitted or changed.

2.1.4 Crew Participation in CG Auxiliary Missions

AUXDATA gives users the capability to assign crewmembers to the resource's activities.

AUXDATA populates the CG unit's roster of personnel by pulling assignment data directly from the Coast Guard Human Resource Management System (CGHRMS). Pulling data directly from the same system that is used to assign Auxiliary members eliminates the need for unit users to maintain or create the basic information on CG members; the maintenance and creation is already done by Personnel Reporting Units. AUXDATA currently refreshes its rosters from CGHRMS once a week, so there is the possibility that a CG Auxiliary member who arrives at a unit one day after the roster refresh will not show up on their new unit's roster for six days. Since AUXDATA has the full listing of CG Auxiliarists, users can assign any one member, to an activity, regardless of whether the member is assigned to the unit.

2.1.5 Data Submission

In the past, information was gathered, placed in a report, and sent to DIRAUX in paper form on a regular basis. With AUXDATA, users are able to enter mission data daily into the database and all users are able to view the data as soon as it is entered. AUXDATA nearly eliminates the need for paper records and mailed reports.

Since data entered into AUXDATA is stored in a central database at the Operations Systems Center (OSC), there is no need to submit quarterly data. However, DIRAUX will need to verify the reported activities within their unit's resource logs using an approval process within AUXDATA. To eliminate the data entry and validation crunch at the end of the reporting period, AUXDATA activity data should be submitted into the database as soon as practical but no later than two weeks from when the activity took place.

3. AUXDATA FUNCTIONALITY

AUXDATA has its own built-in navigational tools, which include various menus and return links. **Do not** use your browser's **Back** and **Forward** buttons to navigate through AUXDATA. The menu items and the return links (when available) may be used at any time to navigate while logged on the system. Buttons represent all menu items and return links. When clicked with the mouse, they link to a new page or a previous part of the application.

The AUXDATA Main Menu is shown in Figure 3-1.

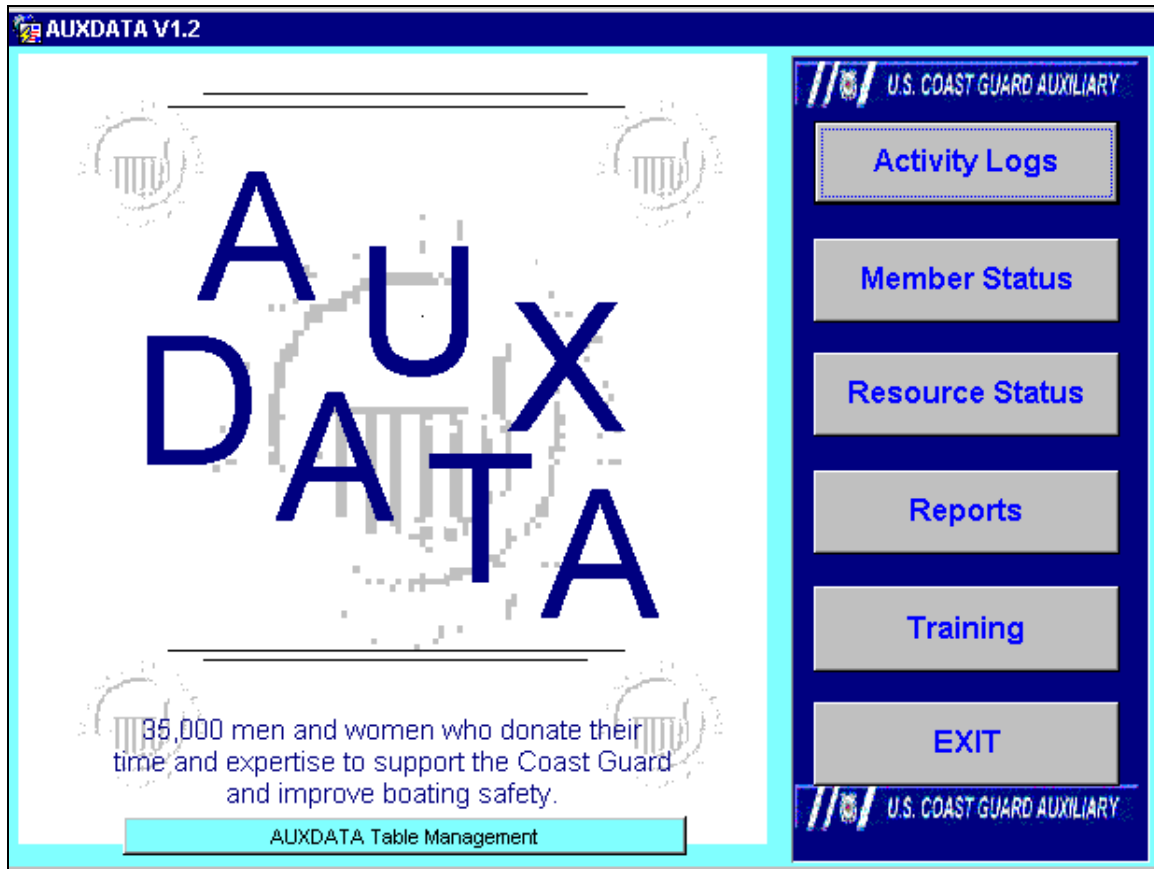


Figure 3-1 AUXDATA Main Menu

3.1 Main Menu Overview

Click any of the AUXDATA main menu options to use their capabilities. A general description of each mouse-activated menu option is listed below:



The **Activity Logs** button allows you to view, create, or modify the activity log class data for aircraft, boats, radios, and units. This feature also allows you to record the progress of task training for crewmembers. Activity approvals are performed through the **Activity Logs** button.

Member Status

The **Member Status** button allows you to record the status of members of your unit and any subordinate units.

Resource Status

The **Resource Status** button allows you to view, update, and insert information on the resources listed for your unit.

Reports

The **Reports** button allows you to run an AUXDATA report of your choice.

Training

The **Training** button links to the Training Management Tool (TMT) application.

EXIT

The **Exit** button logs off of the AUXDATA application.

AUXDATA Table Management

The AUXDATA Table Management button links to the Table Management System.

3.2 New Capabilities

AUXDATA has new capabilities, such as increased system security, ad hoc query/reporting, file downloading, and a graphical user interface (GUI).

AUXDATA provides functionality that is consistent with the AUXMIS II legacy system. AUXDATA, under a Sun Microsystems' Solaris platform, is a GUI application and uses MS Windows screen objects, such as drop-down menus, shortcut menus, command buttons, option buttons, and so forth.

3.3 Access to Information

The CG AUXDATA centralized database resides at the OSC. Through Web browsers, users may access the same central database, from any location with a user ID and password, to perform daily tasks. This central database is updated in real-time, meaning that the instant a user modifies or enters data in the system; all other users may view the current data.

3.4 Web Functions

As a Web-based system, AUXDATA requires certain data entry and procedural actions for the best results. This section and its subsections discuss some important tips to use when working with AUXDATA.

3.4.1 Date Field Formats

All days are to be treated as 24-hour days. Disregard the artificial effects of changing between Standard and Daylight Savings Time or crossing time zone boundaries. The Zulu offset must be adjusted before entering any dates into the system. When entering dates in AUXDATA, the following two date formats are used in different instances:


- **Date Only:** *ddmmmyyyy*, where *dd* is the two-digit day, *mmm* is the first three letters of the month, and *yyyy* is the year.

For example, an event that occurs January 15, 2001 is entered as: **15JAN2001**

- **Date and Time:** *ddtttmmmyyyy* – Date Time Group (DTG) format, where *dd* is the two digit day, *tttt* is the time on a 24 hour clock, *mmm* is the first three letters of the month, and *yyyy* is the year.

For example, an event that occurs January 15, 2001 at 1143 hours is entered as:
151143JAN2001


Most of the AUXDATA reports allow users to enter a date into a date field by using a Calendar feature. To enter a date into a date field using the Calendar feature, perform the following steps:



Step 1: Click the  to the right of the date field.

The Calendar appears similar to Figure 3-2.



Figure 3-2 Calendar Feature

Step 2: Use  and  buttons to select a year.

Step 3: Use  and  buttons to select a month.

Step 4: Click the day you wish to select, and click **OK**.

The Calendar is closed and the date selected appears in the date field.

3.4.2 Required Fields

AUXDATA contains many required fields, which represent the minimum amount of data that is necessary to enter a record in AUXDATA and may not be left blank. AUXDATA will not allow users to continue if a required field is left blank. Instead, an error will be received and you must enter the required data in the field in order to continue.

3.4.3 Queries and Searches

Any time you are prompted by AUXDATA to enter search criteria, the following options are available to you, depending on the information that you have and the results that you would like to retrieve:

- If you know exactly what item you are searching for, enter as much information as possible about that item.

The unique item that matches your search criteria appears.

- If you know only a small piece of information (perhaps only a portion of a word) to enter as search criteria, enter that information in the appropriate field and use the percent symbol (%) as a wild card. For example, when searching for a particular crewmember that has a "ch" in the last name, you may enter: **%ch%**

A list of every entry that matches your search criteria appears. For example, if you entered %ch%, every last name that includes "ch" appears.

- If you know the last letter or letters of the item you are searching for, enter this information preceded by a percent symbol (%). For example, when searching for a particular crewmember whose last name ends with "ch", you may enter: **%ch**

A list of every entry that matches your search criteria appears. For example, if you entered %ch, every last name that ends with "ch" appears.

- If you know the first letter or letters of the item you are searching for, enter this information followed by a percent symbol (%). For example, when searching for a particular crewmember whose last name starts with "ch", you may enter: **ch%**

A list of every entry that matches your search criteria appears. For example, if you entered ch%, every last name that begins with "ch" appears.

- If you do not know any information to enter as search criteria, leave all the search criteria fields blank and click the **Find** button at the bottom of the screen.

*An entire listing of entries for your unit appears. If another query dialog box is displayed before the list appears, AUXDATA is giving you another chance to refine your search because the list will be large. Use any of these three options in the second box as well to refine your search or to retrieve the entire list. To display the entire list, ensure the percent symbol (%) is in the text box and click **OK**.*

3.4.4 Toolbar Options

A toolbar menu, which offers query and navigation tools, is available throughout the AUXDATA application (see Figure 3-3).

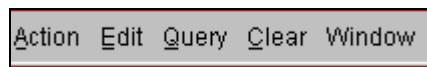


Figure 3-3 Toolbar Menu

The **Action** menu option offers the following commands:

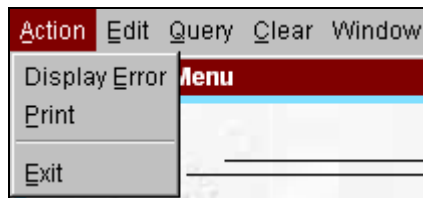


Figure 3-4 Action Menu

The **Edit** menu toolbar option offers the following commands:

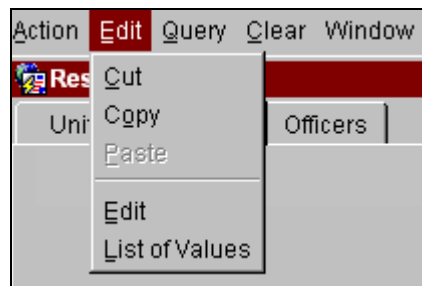


Figure 3-5 Edit Menu

The **Query** menu option offers the following commands:

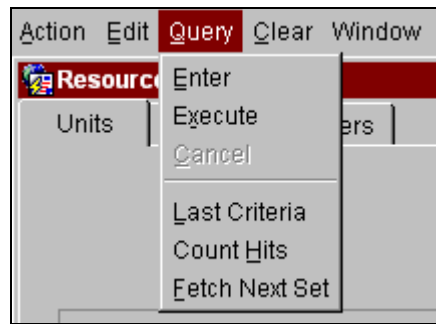


Figure 3-6 Query Menu

The **Clear** menu option offers the following commands:

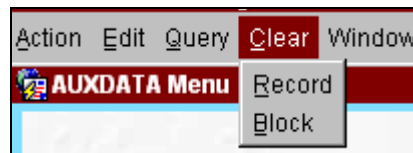


Figure 3-7 Clear Menu

The **Window** menu option offers the following commands:

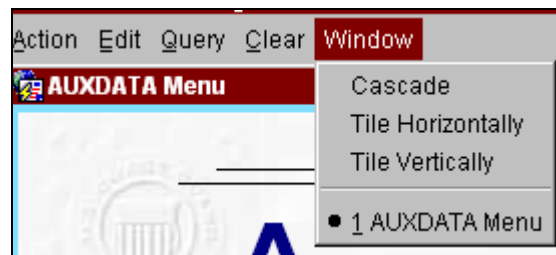


Figure 3-8 Window Menu

To execute a query for a data field, perform the following steps:

Step 1: Click the **Query** menu.

The Query command list appears.

Step 2: Click **Enter**.

All data fields become blank.

Step 3: Enter search parameters using the guidelines in *Section 3.4.3, Queries and Searches* for any and all data fields for which you wish to execute a query.

Step 4: Click the **Query** menu.

The Query command list appears.

Step 5: Click **Execute**.

All records that match the search parameters entered in Step 3 appear.

3.4.5 Lists of Values

When your cursor is placed in certain data fields, a **List of Values** message appears at the bottom of the window. This list may be accessed by pressing **CTRL-L** or by clicking the **List of Values** button. The List of Values dialog box appears similar to the one shown in Figure 3-9.

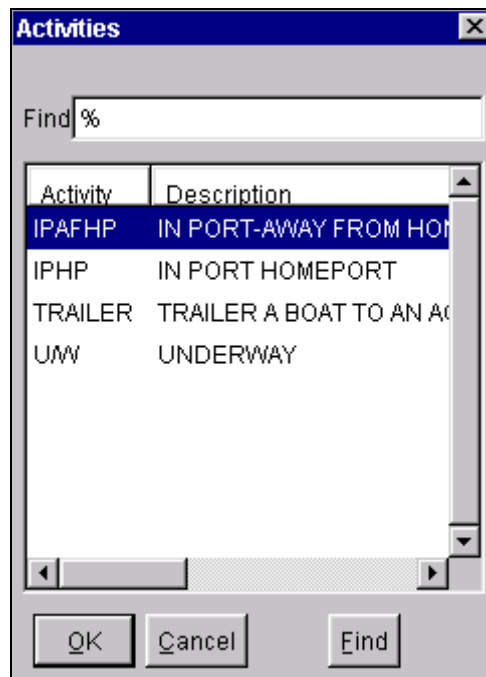


Figure 3-9 List of Values Dialog Box

You may refine your search further by entering text in the **Find** field using the guidelines in *Section 3.4.3, Queries and Searches* and clicking the **Find** button. After a successful search, select the items you wish to choose, and click **OK**.

The selected items are placed into the data field.

3.4.6 List Boxes

A list box is similar to a text box in AUXMIS but has an arrow on the right end of the box. Click the arrow on the right end of the list box to view a list of defined options. Data cannot be entered in lists; only selections from the available option list may be made. An example of a list box is shown in Figure 3-10.

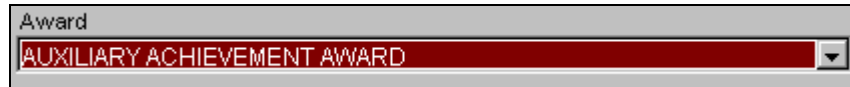



Figure 3-10 List Box

To use a list box, perform the following:

Step 1: To view the options, click the arrow  on the right end of the box.

The list of options appears on the screen as shown in Figure 3-11.

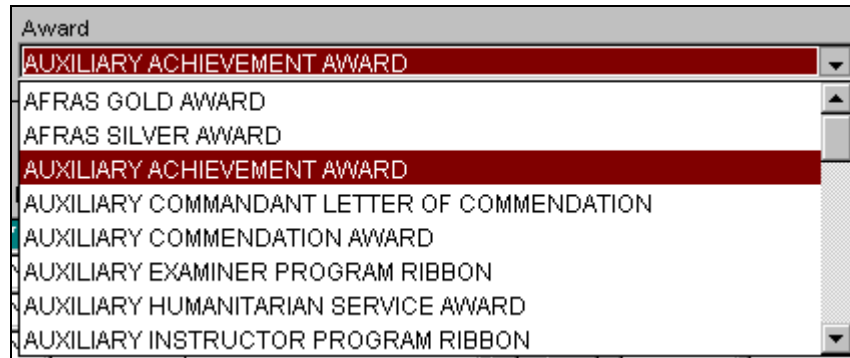


Figure 3-11 Option List

Step 2: Move the mouse to select the data.

The list closes and the data you selected appears in the list box.

3.4.7 Filters

A filtering feature is available throughout AUXDATA (see Figure 3-12 for an example), which allows you to quickly find a record(s) in a list.

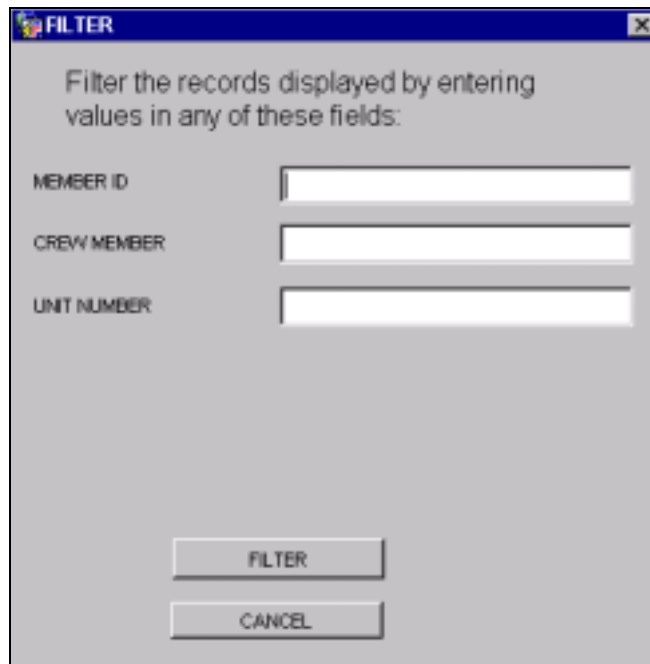


Figure 3-12 Filter

Perform the following to filter a list:

Step 1: Click the **Filter** button.

Step 2: In the dialog box that appears, enter a value in any one or all of the fields provided to filter the list.

Step 3: Click **Filter**.

The list is populated only with the records that have the specified value.

3.4.8 Column Heading Buttons

Sorting using the column headings buttons is available throughout the AUXDATA application (see Figure 3-13). These buttons list items alphabetically, numerically, or alphanumerically.

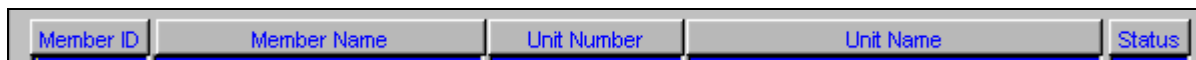


Figure 3-13 Column Heading Buttons

Step 1: To alphabetize using the Member Name, click the  button.

Member Name lists the Members.

4. CONNECTING TO AUXDATA

This section discusses the necessary user names, passwords, associated access levels, and procedures to log on to AUXDATA.

4.1 Access Levels

NOTE: *This user guide covers actions and procedures for all access levels. Not all users will have permissions to perform all the procedures in this guide. You should discern which procedures apply to your role, or class, in AUXDATA.*

All authorized AUXDATA users have the ability to view all of the aircraft, boat, radio, and unit data in AUXDATA through the Reports menu. The ability to create, read, update, delete, and approve data in the system is based on the user's role, or class.

All users have unique identification numbers. Users' identification numbers are directly related to their assigned unit. Therefore, when users log on to AUXDATA, they will only see the resources assigned to their unit and may only update activity logs for resources assigned to their unit.

The following is a brief description of each of the three access levels:

- **Flotilla Level**

Flotilla level users have access in AUXDATA to create and update log activities.

NOTE: *No action can be performed on approved logs.*

- **DIRAUX Level**

DIRAUX may log on as Air, Boat, Radio, or Unit users. DIRAUX has access in AUXDATA to approve data at the command level by using **Approvals** and to create, update, and delete data in their unit's Activity Log.


- **Headquarters Level**

Headquarters level users have access in AUXDATA to approve data at the HQ level.

4.2 Logging On To AUXDATA

AUXDATA is accessed through the Web browser on a Personal Computer (PC) or a CG SWIII. To access AUXDATA, perform the following steps:

Step 1: Log on to a PC or a CG SWIII.

Step 2: Open the MS IE browser by double-clicking the  icon on your desktop.

The MS IE browser opens.

Step 3: In the **Address** bar of the browser, enter: **http://auxdata.uscg.gov** and press **ENTER**.

The AUXDATA Home page appears:



Figure 4-1 AUXDATA Home Page

WARNING: Only connect to Production for official business reasons; Production may not be used for training or practicing on the system. To train or practice on the system, connect to Training.

Step 4: Scroll down the page and, using the links appropriate to your computer, click the **Training Database** hyperlink to connect to the development-training database, or click the **Production Database** hyperlink to connect to the production database, where official business is performed. Use the links for [Jinitiator 1.1.8.16](#) if you are a Windows XP user using Microsoft Internet Explorer 6.0, and have a Pentium 4 processor.

A window appears similar to the following:



Figure 4-2 Log On Window

Step 5: Enter your *username* and *password* and click **Logon**. If you are a first time user, your user ID is your first initial followed by you last name. For example, John Smith's user ID would be **jsmith**. Your password is you user ID followed by underscore 1 (_1). Example: **jsmith_1**.

You are connected to AUXDATA, and the AUXDATA Main Menu appears similar to Figure 4-3.

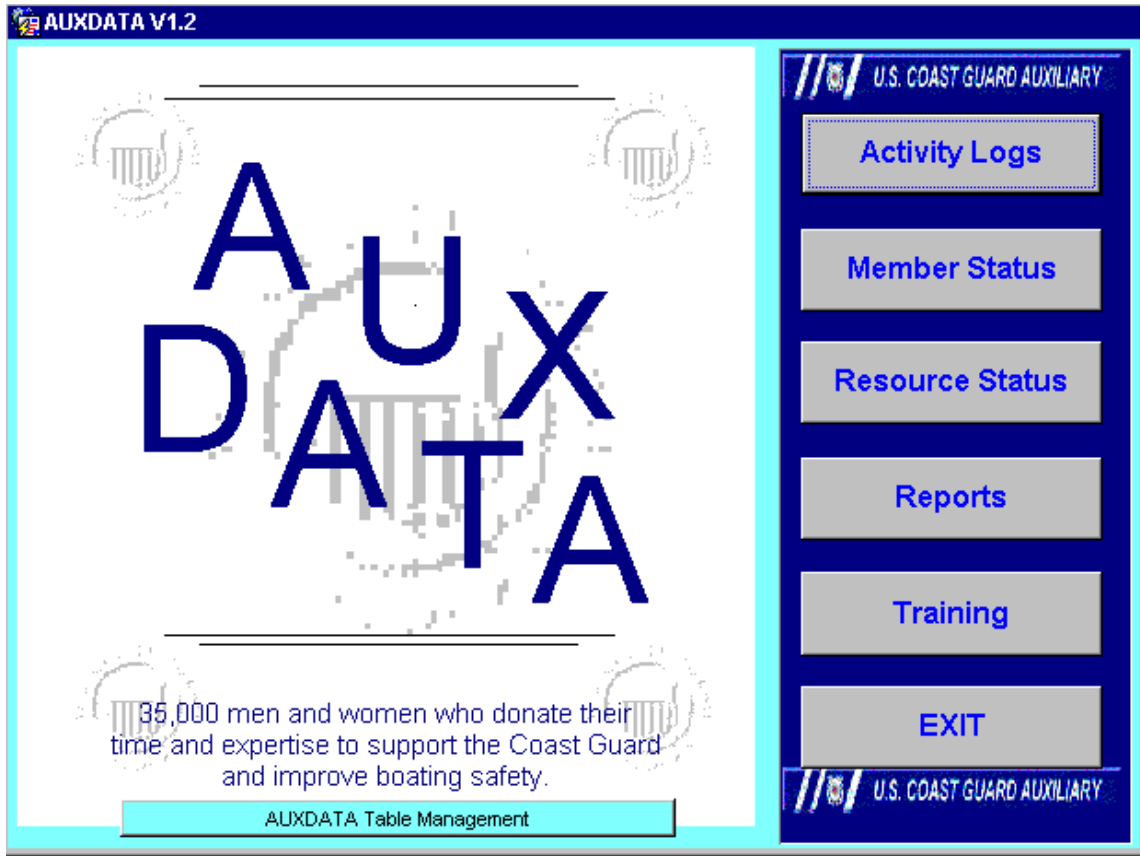



Figure 4-3 AUXDATA Main Menu

Step 6: Now that you are logged on the AUXDATA database through your browser, you may perform your Auxiliary duties. Continue to the next sections for guidance with various AUXDATA tasks.

4.3 Changing Your Password

Step 1: Log on to a PC or a CG SWIII.

Step 2: Open the MS IE browser by double-clicking the  icon on your desktop.

The MS IE browser opens.

Step 3: In the **Address** bar of the browser, enter: **http://auxdata.uscg.gov** and press **ENTER**.

The AUXDATA Logon Screen appears.

Step 4: Enter your *username* and *password*, select the **Change Password** check box, and then click **Logon**.

The Change Password screen appears similar to Figure 4-4:

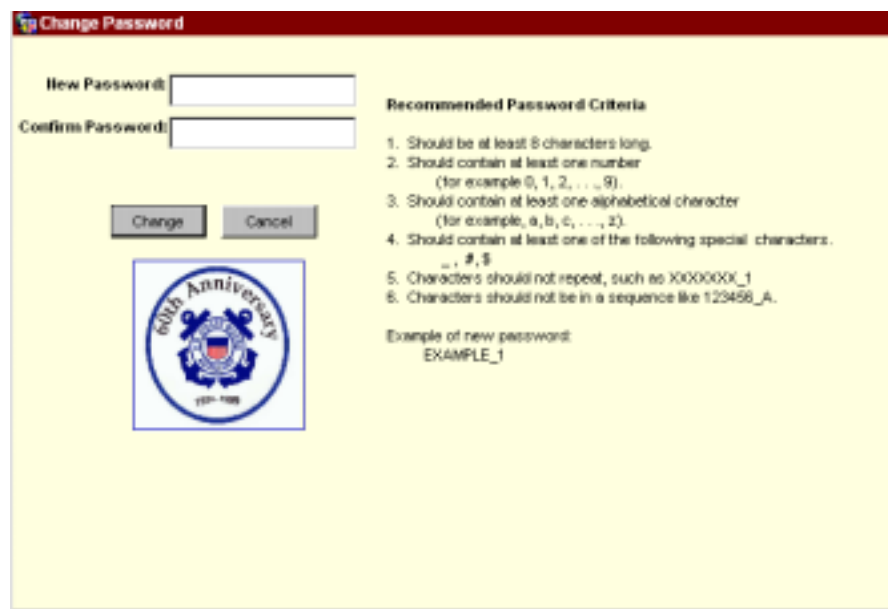


Figure 4-4 Change Password Screen

NOTE: *It is highly recommended for security purposes that you adhere to the Recommended Password Criteria listed on the Password Change screen.*

Step 5: Enter a new password in the **New Password** field, then re-enter the new password in the **Confirm Password** field. Click **Change**.

A window appears similar to the following:



Figure 4-5 Dialog Box

Step 6: Click **OK**.

Your password is changed. The user is logged on and the AUXDATA Main Menu appears.

5. ACTIVITY LOGS

The Activity Logs portion of AUXDATA is the most important and most widely used portion of the system. In the Activity Logs, you must keep a continuous log of activities for a specific aircraft, boat, cutter, or radio by entering activities each time your mission status changes. AUXDATA computes and produces all numbers and reports for you when it is time to run a report, which obviates the need for calculating the numbers yourself. AUXDATA allows you to enter your activities at any time (immediately after the activity, incrementally, or all at once), but you are responsible for ensuring that the business procedures defined in *Section 2, Business Procedures*, are followed. The Activity Logs provides the following options:

- Aircraft
- Boat (including cutter boats)
- Radio
- Unit.

Refer to *Appendix A, Activity Logs Button Flow Charts*, for examples of inserting the following activities: ATON Patrol (Boat), Public Education (PE), Radio Mission – Marine Patrol (Radio), Safety Patrol (Boat), and Vessel Safety Check (VSC).

To use the Activity Logs, perform the steps in this section and subsections.

NOTE: *For the purpose of this user guide, the procedures and examples provided below are based on the Boat option. Aircraft, Boats, Radios, and Units have similar actions, but details, such as list items and resources, vary with each.*

5.1 Create Activity

To create an activity for your resource (aircraft, boat, radio, or unit), perform the following steps:

Activity Logs

Step 1: Click the button from the AUXDATA Main Menu.

The Boat Resources screen appears similar to the following:

The screenshot shows a web application interface titled "Activity Logs". It has a navigation bar with tabs: Resources, Activity Logs, Crew Assignments, Tasks, Task Capture, and Approvals. The "Activity Logs" tab is selected. Below the navigation bar, the title "AFTCAB 767676 TEST76" is displayed. There are four radio buttons for resource types: Aircraft, Boat (selected), Radio, and Unit. Below the radio buttons, a text prompt says "Select a resource (boat/cutter) and proceed to the 'Activity Logs' tab page to add/update Activities". A table with five columns is shown: Type, Registration, Unit Number, Unit Name, and Resource Start. The table contains 12 rows of data. A "Menu" button is located at the bottom left of the table area.

Type	Registration	Unit Number	Unit Name	Resource Start
AFTCAB	767676	081-01-20	TEST FLOTILLA TWO	23-AUG-2001
AFTCAB	FL1365CV	200-02-01	NEW TEST FLOTILLA TWO	30-MAY-2001
AFTCAB	HHHJDJJ	081-01-07	PENSACOLA	01-APR-2001
AIRBT	123456	200-01-01	NEW TEST FLOTILLA ONE	23-AUG-2001
AIRBT	234567	081-01-90-001	K-TEST DETACHMENT	01-APR-2001
AUXSL	842484	081-01-20	TEST FLOTILLA TWO	02-AUG-2001
AUXSL	BF2365JKLJLK	081-01-79	K-JAD FIVE TEST	12-JUN-2001
AUXSL	HJJJHJH	081-01-20-001	TEST DETACHMENT	01-MAY-2001
AUXSLP	FL12345	200-01-01	NEW TEST FLOTILLA ONE	15-MAY-2001
AUXSLP	FL22223	081-01-20	TEST FLOTILLA TWO	26-APR-2001
AUXSLP	FLKSKKU	081-01-47	UNIT RES TEST III	01-APR-2000

Figure 5-1 Boat Resource Screen

Step 2: Click the desired resource. Click the desired unit. Click the **Activity Logs** tab.

The Activity Logs screen appears similar to the following:

Activity Logs

Resources Activity Logs Activity Log Details Crew Assignments Tasks Task Capture

DIV 130-01

Create and update activity logs for this resource. Some fields are required. Use the 'Cancel Insert' button to get out of a req'd field

Zulu **Start Date Local** Sub

Offset	DD	HH	MI	MON	YYYY	Activity	Status	Sub	Mission	Sub-Mission	Operation	Opcon	Remarks
+8U												130	

Date Created List of Values Approved

Copy Activity Copy w/Crew Create Activity Cancel Insert Save

Figure 5-2 Activity Logs Screen

Step 3: Click **Create Activity** button.

The cursor moves to the next available activity line and the screen has a new button.

Step 4: Enter the necessary information for the activity. Press the **TAB** key after each field. Use the **List of Values** button when necessary.

The information is entered.

Step 5: Click **Save**.

The information for the activity is saved.

5.2 Copy Activity

To copy an activity for your resource (aircraft, boat, radio, or unit), perform the following steps:

Step 1: Click the activity log with Mission desired. Click the **Copy Activity** button.


*The activity is copied to the next available blank activity log. All information except the **Start Date Local** field is copied.*

Step 2: Enter the Start Date Local in the **Start Date Local** field and press the **TAB** key. Click **Save**.

The activity is entered and saved.

5.3 Copy Activity with Crew

To copy an activity with the crewmembers for your resource (aircraft, boat, radio, or unit), perform the following steps:

Step 1: Click the activity in Approved Activities with Mission desired. Click .

*The activity is copied to the next available blank activity log. All information except the **Start Date Local** field is copied.*

Step 2: Enter the Start Date Local in the **Start Date Local** field and press the **TAB** key. Click **Save**.

The information is entered and saved.

5.4 Cancel Insert

To cancel the insertion of an activity for your resource (aircraft, boat, radio, or unit), perform the following step:

Step 1: Click the  button.

The Activity is cancelled and the cursor moves to the previous activity.

5.5 Entering Activity Log Details for Resources

To enter the activity log details for your resource (aircraft, boat, or radio), perform the following steps:

Step 1: Click the first activity log entered (For example: Mission=ATON). Click the **Activity Log Details** tab.

The Activity Log Details screen appears similar to the following:

Activity Logs

Resources | Activity Logs | **Activity Log Details** | Crew Assignments | Tasks | Task Capture | Approvals

FLOT 113-10-04 UMS ATON BRIDGE 02-JUL-02

GENERAL UNIT ACTIVITY DETAILS

Number of Exams given: Number of Exams passed: Number of Visits / Inspections: Length of Time: Hours:

PUBLIC EDUCATION DETAILS

Total Number of Enrollees: Total Number of Enrollees 17 and under: State Boating Course:
Total Number of Graduates: Total Number of Graduates 17 and under: State Taught in:

PUBLIC AFFAIRS DETAILS

Number in Attendance: Comments:

MISSION DETAILS

Location: Assists: Patrol Status: Waters:

SAR DETAILS

Lives Saved: Persons Assisted: Property Value: Case Number:

ATON DETAILS

Observed Date	Reported Date	Type	Method of Reporting	Number of Aids	Number of Bridges
07/02/2002	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

List of Values | Save

Figure 5-3 Activity Log Details Screen

Step 2: Enter the information required for Mission, SAR, or ATON details, whichever applies to the present mission. (Use the **List of Values** button when necessary.)

The information is entered.

Step 3: Click **Save**.

The information is saved.

5.6 Entering Activity Log Details for Unit

To enter the activity log details for your unit, perform the following steps:

Step 1: Click the first activity log entered (For example: Mission=VSC). Click the **Activity Log Details** tab.

The Activity Log Details screen appears similar to the following:

Activity Logs

Resources | Activity Logs | **Activity Log Details** | Crew Assignments | Tasks | Task Capture | Approvals

FLOT 113-10-04 UMS ATON BRIDGE 02-JUL-02

GENERAL UNIT ACTIVITY DETAILS

Number of Exams given: Number of Exams passed: Number of Visits / Inspections: Length of Time: Hours:

PUBLIC EDUCATION DETAILS

Total Number of Enrollees: Total Number of Enrollees 17 and under: State Boating Course:
Total Number of Graduates: Total Number of Graduates 17 and under: State Taught in:

PUBLIC AFFAIRS DETAILS

Number in Attendance: Comments:

MISSION DETAILS

Location: Assists: Patrol Status: Waters:

SAR DETAILS

Lives Saved: Persons Assisted: Property Value: Case Number:

ATON DETAILS

Observed Date	Reported Date	Type	Method of Reporting	Number of Aids	Number of Bridges
07/02/2002	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

List of Values Save

Figure 5-4 Activity Logs Details Screen

Step 2: Enter the information required, whichever applies to the present mission. Use the **List of Values** button when necessary.

The information is entered.

Step 3: Click **Save**.

The information is saved.

5.7 Entering Crew Assignments

The Crew Assignments tab allows you to search on the following: Your Unit and Its Subordinate Unit, Select CG Unit, and Search for Person. To enter the crew assignments for your resource (aircraft, boat, radio, or unit), perform the following steps:



Step 1: Click the **Crew Assignments** tab.

The Crew Assignments screen appears similar to the following:

Member ID	Crew Member	Unit Number
1184367	ADAMS, ERWIN N PIER	130-04-07
1173208	ADLER, DENNIS W	130-03-03
1173516	ADLER, JANE M	130-06-06
1173453	AGNEW, DAVID D	130-02-04
1169552	AGNITSCH, GERRY H	130-06-02
1180458	AHO, DAVID N	130-04-01
1180460	AHO, LINDA A	130-04-01
1182063	AKERLUND, MARK D	130-02-01
1193615	ALBERT, JIM	130-01-01
1193602	ALEXANDER, BART	130-07-06
1142126	ALEXANDER, JOHN M	130-01-07
1193599	ALEXENDER, JOHN M SR	130-01-02

Crew Member	Position

Figure 5-5 Crew Assignments Screen

Step 2: Click  to assign all of the crewmembers. If not all crewmembers participated, select the crewmembers you wish to assign and then click . If needed, use the **Filter** feature to refine the list of crewmembers displayed.

The crewmembers or crewmember selected are moved from the left side of the screen to the right side of the screen.

Step 3: For each member listed on the right side, there is a position. Use the list box to select each member position.

Step 4: Click **Save**.

The information is saved.

5.8 Entering Tasks Tab

To enter the tasks for your resource (aircraft, boat, radio, or unit), perform the following steps:

Step 1: Click the **Tasks** tab.

The Tasks screen appears similar to the following:

Include	Short Title	Description	Category
<input type="checkbox"/>	AIOPS(WK-06)	AIR OPERATIONS WORKSHOP	UNIT
<input type="checkbox"/>	ATO(WK-14)	ATON/AV WORKSHOP	UNIT
<input type="checkbox"/>	CC(WK-08)	CAREER COUNSELOR WORKSHOP	UNIT
<input type="checkbox"/>	CIV(WK-04)	CIVIL RIGHTS WORKSHOP	UNIT
<input type="checkbox"/>	COMM(WK-13)	COMMUNICATIONS WORKSHOP	UNIT
<input type="checkbox"/>	EDI(WK-10)	ETHNIC DIVERSITY WORKSHOP	UNIT
<input type="checkbox"/>	IS(WK-09)	INFORMATION SERVICES WORKSHOP	UNIT
<input type="checkbox"/>	INST(WK-01)	INSTRUCTOR WORKSHOP	UNIT
<input type="checkbox"/>	NTRN(WK-02)	NATIONAL TRAINING-N-TRAIN WORKSHOP	UNIT
<input type="checkbox"/>	OPS(WK-03)	OPERATIONS WORKSHOP	UNIT
<input type="checkbox"/>	PES(WK-11)	PERSONNEL SERVICES WORKSHOP	UNIT
<input type="checkbox"/>	PA(WK-12)	PUBLIC AFFAIRS WORKSHOP	UNIT
<input type="checkbox"/>	SEXHR(WK-07)	SEXUAL HARASSMENT AWARENESS WORKSHOP	UNIT
<input type="checkbox"/>	TCT(WK-15)	TEAM COORDINATION TRAINING WORKSHOP	UNIT
<input type="checkbox"/>	VEX(WK-05)	VESSEL EXAMINATIONS WORKSHOP	UNIT

Task Description: AIR OPERATIONS WORKSHOP

[Menu](#)

Figure 5-6 Tasks Screen

Step 2: Click the **Include** check boxes for the Tasks desired.

5.9 Entering Task Capture

The Task Capture tab allows you to delete, copy, and save tasks in which your resource is participating. To capture the tasks for your resource (aircraft, boat, radio, or unit), perform the following steps:

Step 1: Click the **Task Capture** tab.

The Task Capture Screen appears similar to the following:

The screenshot shows the 'Task Capture' tab selected in the 'Activity Logs' application. The title bar reads 'DIV 130-06 UMS ATON BRIDGE 15-OCT-02'. The main form contains a table for task entry with columns: Short title, Instructor, Duration in hours, Date Completed, Calendar Button, and Remarks. The first row is pre-filled with 'AIROPS(WK-06)', an empty instructor field, an empty duration field, '15-OCT-2002', a blue 'X' button, and an empty remarks field. Below the table are three buttons: 'Populate Instr.', 'Populate Dur.', and 'Populate Remarks'. Underneath these is a 'Task Description' field containing 'AIR OPERATIONS WORKSHOP'. At the bottom of the form is a table for participants with columns: Member Id, Eligible To Participate, Unit Number, Participants, and Grade. The bottom of the screen features three buttons: 'DELETE TASK', 'COPY TASK', and 'SAVE'.

Short title	Instructor	Duration in hours	Date Completed	Calendar Button	Remarks
AIROPS(WK-06)			15-OCT-2002	X	
				X	
				X	
				X	
				X	

Populate Instr. Populate Dur. Populate Remarks

Task Description: AIR OPERATIONS WORKSHOP

Member Id	Eligible To Participate	Unit Number	Participants	Grade

DELETE TASK COPY TASK SAVE

Figure 5-7 Task Capture Screen

Step 2: Enter the information, for example: **Short title, name of Instructor, Duration in hours, Date Completed, and Remarks**, for the task to be captured.

Step 3: Click **Save**.

The information is saved.

5.10 Entering Approvals

Up to three months of Approved Activities are available for viewing. To approve the activities for your resource (aircraft, boat, radio, or unit), perform the following steps:

Step 1: Click the **Approvals** tab.

The Approvals screen appears similar to the following:

Activity Logs

Resources | Activity Logs | Crew Assignments | Tasks | Task Capture | Approvals

Approved Activities Show this HTN's logs that were approved in the past: ☒ 1 Month ☐ 2 Months ☐ 3 Months

Start Date	Local	Offset	Activity	Status	Sub Activity	Mission	Category	Operation	Claimant	Remarks

Unapproved Activities

102000APR2002	+8U	UPE	A	UPE	UPE	B10L	LEWCLA	013		
112000APR2002	+8U	UMS	A	UADMS	ATON	BRIDGE		013		
122000APR2002	+8U	UMS	A	UADMS	UMDV	UMDV	LEWCLA	130		
132002APR2002	+8U	UMS	A	UADMS	VSC	TRNG		113		
141002APR2002	+8U	UPA	A	UPA	UPA	TVSPT		130		
152002APR2002	+8U	UMS	A	UADMS	SAR	CALL OUT		013		

Figure 5-8 Approvals Screen

Step 2: Select the desired activity in Unapproved Activities. Click .

The activity is highlighted. A message appears, similar to the following:

You are about to transfer this facility to another unit. Continue?

Step 3: Click **Confirm**.

Step 4: Click the **List of Values** button. Click the unit desired. Click **OK**.

Step 5: Click **Transfer**.

The resource is transferred. A message appears confirming the transfer.

Step 6: Click **OK**.

The Resource screen appears.

6. DISESTABLISH A UNIT

AUXDATA allows you to disestablish a unit and a subordinate unit. Perform the following steps to disestablish a unit:

Step 1: Click the unit desired to disestablish. Click **Update**.

The Unit Update screen appears.

Step 2: In the **Disestablish Date** field, enter the date the unit is to be disestablished and press the **TAB** key. Click **Save**.

A Unit Transfer screen appears, similar to the following:



Figure 6-1 Unit Transfer Screen

Step 3: Click **List of Values**. Select the unit to be transferred. Click **OK**.

The Unit Number and Name entered appear.

Step 4: Click **Save**.


A confirmation message appears.

Step 5: Click **OK**.

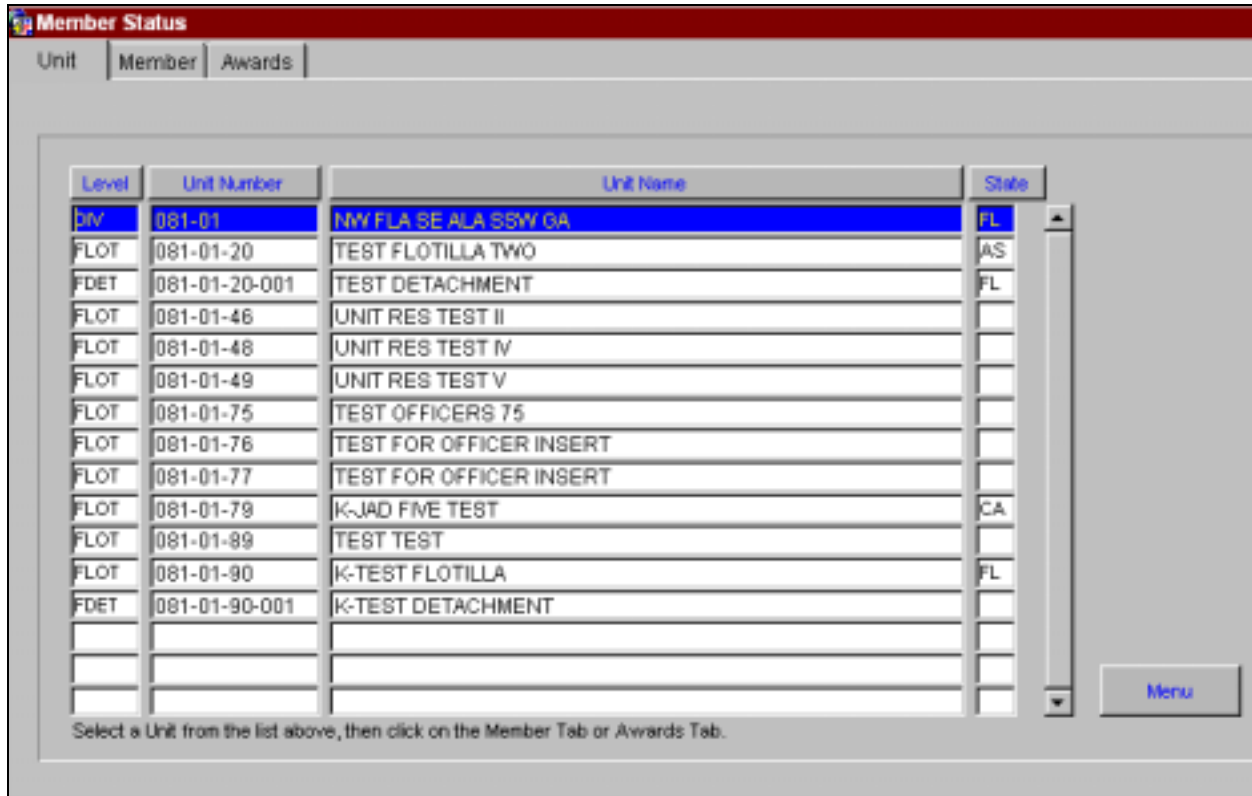
The Unit Update screen appears.

7. MEMBER STATUS

AUXDATA allows you to record the status of members of your unit and any subordinate units. To record a unit's personnel status, perform the following steps:

Step 1: Click the  button from the AUXDATA Main Menu.

A list of the crewmembers assigned to your unit and subordinate units appear similar to the following:



Level	Unit Number	Unit Name	State
Div	081-01	NAV FLA SE ALA SSW GA	FL
FLOT	081-01-20	TEST FLOTILLA TWO	AS
FDET	081-01-20-001	TEST DETACHMENT	FL
FLOT	081-01-46	UNIT RES TEST II	
FLOT	081-01-48	UNIT RES TEST IV	
FLOT	081-01-49	UNIT RES TEST V	
FLOT	081-01-75	TEST OFFICERS 75	
FLOT	081-01-76	TEST FOR OFFICER INSERT	
FLOT	081-01-77	TEST FOR OFFICER INSERT	
FLOT	081-01-79	K-JAD FIVE TEST	CA
FLOT	081-01-89	TEST TEST	
FLOT	081-01-90	K-TEST FLOTILLA	FL
FDET	081-01-90-001	K-TEST DETACHMENT	

Select a Unit from the list above, then click on the Member Tab or Awards Tab.

Menu

Figure 7-1 Member Status Unit Screen

NOTE: The **Menu** button allows you to return to the AUXDATA Main Menu.

Step 2: Select the unit or subordinate unit desired. Click the **Member** tab.

The Member Screen appears similar to the following:

The screenshot shows a software window titled "Member Status". At the top, there are three tabs: "Unit", "Member" (which is selected), and "Awards". Below the tabs is a large table with the following columns: "Member ID", "Member Name", "Unit Number", "Unit Name", and "Status". The table contains 14 rows of member data. To the right of the table, there are two radio buttons labeled "Active" (selected) and "Inactive", a "Change Status" button, and three buttons labeled "Insert", "Update", and "Menu". At the bottom of the table, there is a "Restore from Archive" button.

Member ID	Member Name	Unit Number	Unit Name	Status
1184367	ADAMS, ERWIN N PIER	130-04-07	QUIMPER PENNINSULA	BQ
1173208	ADLER, DENNIS W	130-03-03	TACOMA	AX
1173516	ADLER, JANE M	130-06-06	MCMINNVILLE	BQ
1173453	AGNEW, DAVID D	130-02-04	WEST SEATTLE	AX
1169552	AGNITSCH, GERRY H	130-06-02	CAPE DISAPPOINTMENT	AX
1180458	AHO, DAVID N	130-04-01	PORT LUDLOW	BQ
1180460	AHO, LINDA A	130-04-01	PORT LUDLOW	BQ
1182063	AKERLUND, MARK D	130-02-01	NORTH SEATTLE	BQ
1193615	ALBERT, JIM	130-01-01	BELLINGHAM	IQ
1193602	ALEXANDER, BART	130-07-06	HAYDEN ISLAND	AX
1142126	ALEXANDER, JOHN M	130-01-07	ANACORTES	BQ
1193599	ALEXENDER, JOHN M SR	130-01-02	EDMONDS	IQ

Figure 7-2 Member Screen

NOTE: The **Active** and **Inactive** option buttons allow you to view Active or Inactive members.

7.1 Change Member Status

AUXDATA allows you to change the status of the members in your unit and your subordinate units by performing the following steps:

Member Status

Step 1: Click the button from the AUXDATA Main Menu.

Step 2: Click the **Change Status** button.

The Change Status Screen appears similar to the following:

The screenshot shows a window titled "Member Status" with three tabs: "Unit", "Member", and "Awards". The "Member" tab is selected. Inside the window, there are input fields for "Member ID" (1184367), "Last Name" (ADAMS), "First Name" (ERWIN), "Middle Initial" (N F), and "Suffix". Below these are "New Status Date:" and "Current Status:" (BASICALLY QUALIFIED). A note states: "Enter the date the status change occurred, change the Current Status and press Save. Note: Administrative, Death of a Member, and Member Requested Disenrollment status changes effectively remove an individual from AUXDATA, a process known as 'archiving.' Only Administrative and Member Requested Disenrollments may later be retrieved from archive." At the bottom are "Save" and "Cancel" buttons.

Figure 7-3 Change Status Screen

Step 3: Click the **Current Status** list box, and then select the status desired. In the **New Status Date** box, enter the date desired. Press the **TAB** key.

The information is entered.

Step 4: Click **Save**.

A confirmation message appears.

Step 5: Click **OK**.

The Member Selection screen appears and the member status is changed.

7.2 Insert Member

AUXDATA allows you to insert a new member in your unit and your subordinate units by performing the following steps:

Member Status

Step 1: Click the **Member Status** button from the AUXDATA Main Menu.

Step 2: Select the unit or subordinate unit desired. Click the **Member** tab.

The Member Screen appears.

Step 3: Click the **Insert** button.

The Insert Screen appears similar to the following:

Member Status

Unit Member Awards

Member ID Last Name First Name Middle Name or Initial Suffix

Enrollment Date: Unit Number: Unit Name:

Birthdate: Gender: ☒ Male ☐ Female Ethnicity:

Spouse Name: Occupation:

Address:

City: State: Zip Code:

Email 1:

Email 2:

Current Status:

Current Status Date:

Back List of Values

Phones: To start a 5th or higher record, press Down Arrow Key when in the Number field or Tab Key when in the Type field while on the last record. If done inadvertently, press Up Arrow to clear the r

Checked means that this member will receive the respective mailings.

National Mail: ☒ District Mail: ☒

Division Mail: ☒ Flotilla Mail: ☒

Number Type

Transfer Save Menu

Figure 7-4 Member Insert Screen

Step 3: Enter the necessary information for the member. Pressing the **TAB** key advances the cursor to the next field. (Use the **List of Values** button and list box when necessary.)

Step 4: Click **Save**.

The record is saved.

7.3 Update Member

AUXDATA allows you to update members in your unit and your subordinate units by performing the following steps:

Member Status

Step 1: Click the **Member Status** button from the AUXDATA Main Menu.

Step 2: Select the unit or subordinate unit desired. Click the **Member** tab.

The Member Screen appears.

Step 3: Select the member to be updated. Click the **Update** button.

The Update Screen appears similar to the following:

The screenshot shows the 'Member Status' window with tabs for 'Unit', 'Member', and 'Awards'. The 'Member' tab is active. The form contains the following fields and controls:

- Member ID:** 1173529
- Last Name:** ANKRUM
- First Name:** DENISE
- Middle Name or Initial:** (empty)
- Suffix:** (empty)
- Enrollment Date:** 03/01/1994
- Unit Number:** 130-01-02
- Unit Name:** EDMONDS
- Birthdate:** 12/09/1954
- Gender:** ☐ Male ☒ Female
- Ethnicity:** (dropdown menu)
- Spouse Name:** (empty)
- Occupation:** (empty)
- Address:** 144 RAILROAD AVE. SUITE 226
- City:** EDMONDS
- State:** WA
- Zip Code:** 98020-4100
- Email 1:** DANKRUM@MINDSPRING.COM
- Email 2:** (empty)
- Current Status:** AUXOP
- Current Status Date:** 10/26/1997
- Phones:** A table with two columns: 'Number' and 'Type'.

Number	Type
(425) 744-1990	BUSINESS
(425) 744-5660	FAX MACHINE
- Mailings:** A section with the text 'Checked means that this member will receive the respective mailings.' and four checkboxes: National Mail (checked), District Mail (checked), Division Mail (checked), and Flotilla Mail (checked).
- Buttons:** Back, List of Values, Transfer, Save, and Menu.
- Instructions:** 'To start a 5th or higher record, press Down Arrow Key when in the Number field or Tab Key when in the Type field while on the last record. If done inadvertently, press Up Arrow to clear the r'.

Figure 7-5 Member Update Screen

Step 4: Make the changes to the member's information.

Step 5: Click **Save**.

The information is saved.

Step 6: Click the **Menu** button.

The Unit Selection screen appears.

7.4 Transfer a Member

AUXDATA allows you to transfer members of your units and your subordinate units to other units by performing the following steps:

Member Status

Step 1: Click the button from the AUXDATA Main Menu.

Step 2: Select the unit or subordinate unit desired. Click the **Member** tab.

The Member Screen appears.

Step 3: Select the member you wish to transfer. Click the **Update** button.

The Member Update screen appears.

Step 4: Click the **Transfer** button.

The Member Transfer screen appears similar to the following, displaying the member to be transferred:

Member Status

Unit Member Awards

Member ID: PENDIN Last Name: SHARPLESS First Name: RICHARD Middle Initial: G Suffix:

Select a new unit for this person. Be advised that any facilities associated with this person will not transfer to the new unit you select.

Unit Number: Unit Name:

List Of Values Save Cancel

Figure 7-6 Member Transfer Screen

Step 5: Click the **List of Values** button for the Unit Name. Scroll down and select the unit desired. Click **OK**. Press the **TAB** key.

The information is entered.

Step 6: Click **Save**.

A confirmation message appears.

Step 7: Click **OK**.

The Member Information screen appears with the new unit listed for the member.

7.5 Awards

AUXDATA allows you to grant awards to members of your unit and your subordinate units by performing the following steps:

Step 1: Click the **Member Status** button from the AUXDATA Main Menu.

Step 2: Select the unit or subordinate unit desired. Click the **Member** tab.

The Member Screen appears.



Step 3: Select the unit desired. Click the **Awards** tab.

The Awards Information Screen appears similar to the following:

Eligible to receive Award			Awardees		
Member Id	Member Name	Unit Number	Member Id	Member Name	Unit Number
1184367	ADAMS, ERWIN N PIER	130-04-07			
1173208	ADLER, DENNIS W	130-03-03			
1173516	ADLER, JANE M	130-06-06			
1173453	AGNEW, DAVID D	130-02-04			
1169552	AGNITSCH, GERRY H	130-06-02			
1180458	AHO, DAVID N	130-04-01			
1180460	AHO, LINDA A	130-04-01			
1182063	AKERLUND, MARK D	130-02-01			
1193615	ALBERT, JIM	130-01-01			
1193602	ALEXANDER, BART	130-07-06			

Figure 7-7 Awards Information Screen

Step 4: From the Award list box, select the award you wish to grant. Press the **TAB** key. Enter date of the award in the **Award Date** field.

Step 5: Click  to move all of the crewmembers to receive the award. Select the eligible crewmember to receive the award and click .

*The crewmembers or crewmember is moved from **Eligible to Receive Award** to **Awardees**.*

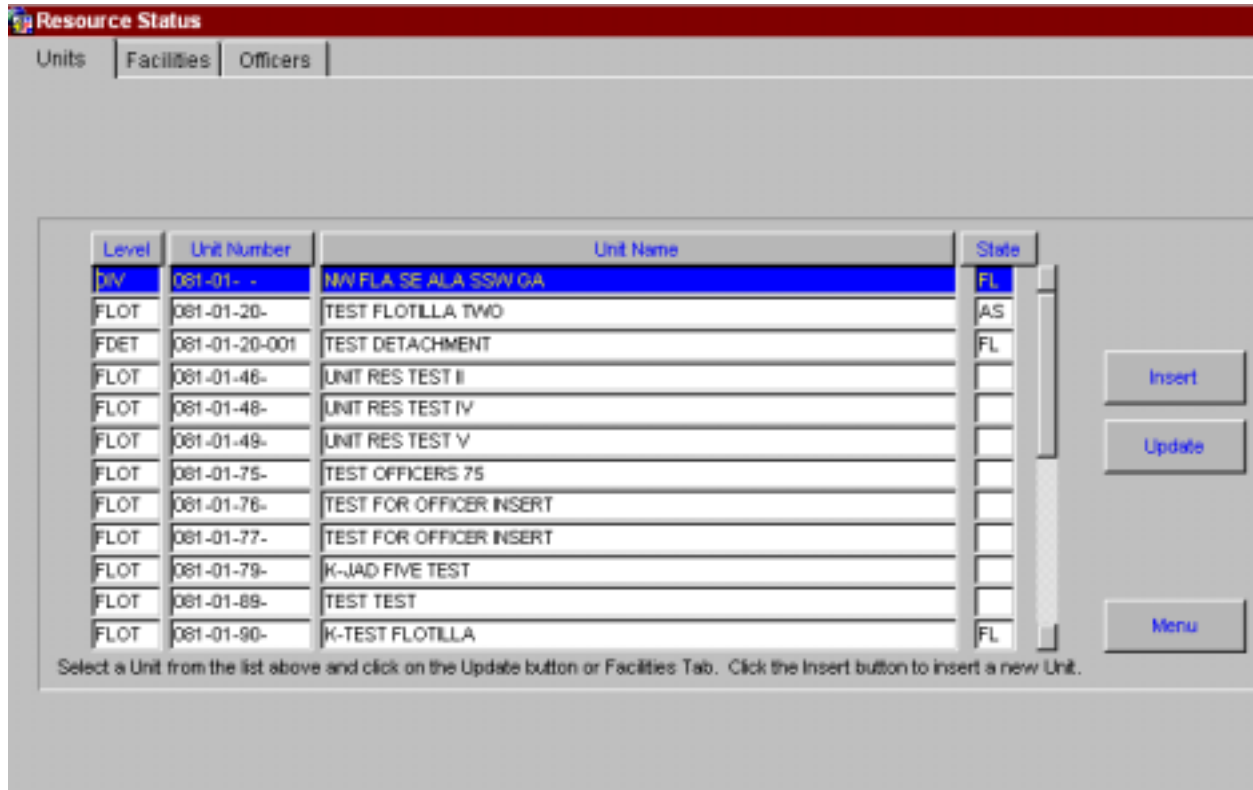
8. RESOURCE STATUS

AUXDATA allows you update, insert, save units, facilities, and officers of your units and your subordinate units. This section provides instructions for using the Resource Status button. Perform the following steps to access the Resource Status feature:

Resource Status

Step 1: Click the button from the AUXDATA Main Menu.

The Unit Selection Screen appears similar to the following:




Level	Unit Number	Unit Name	State
DIV	081-01- -	NW FLA SE ALA SSW GA	FL
FLOT	081-01-20-	TEST FLOTILLA TWO	AS
FDET	081-01-20-001	TEST DETACHMENT	FL
FLOT	081-01-46-	UNIT RES TEST II	
FLOT	081-01-48-	UNIT RES TEST IV	
FLOT	081-01-49-	UNIT RES TEST V	
FLOT	081-01-75-	TEST OFFICERS 75	
FLOT	081-01-76-	TEST FOR OFFICER INSERT	
FLOT	081-01-77-	TEST FOR OFFICER INSERT	
FLOT	081-01-79-	K-JAD FIVE TEST	
FLOT	081-01-89-	TEST TEST	
FLOT	081-01-90-	K-TEST FLOTILLA	FL

Select a Unit from the list above and click on the Update button or Facilities Tab. Click the Insert button to insert a new Unit.

Figure 8-1 Unit Selection Screen

8.1 Insert Unit

Perform the following steps to insert a unit:

Step 1: Click the  button from the AUXDATA Main Menu.

The Unit Selection Screen appears.

Step 2: Click the  button.

The Unit Insert Screen appears similar to the following:

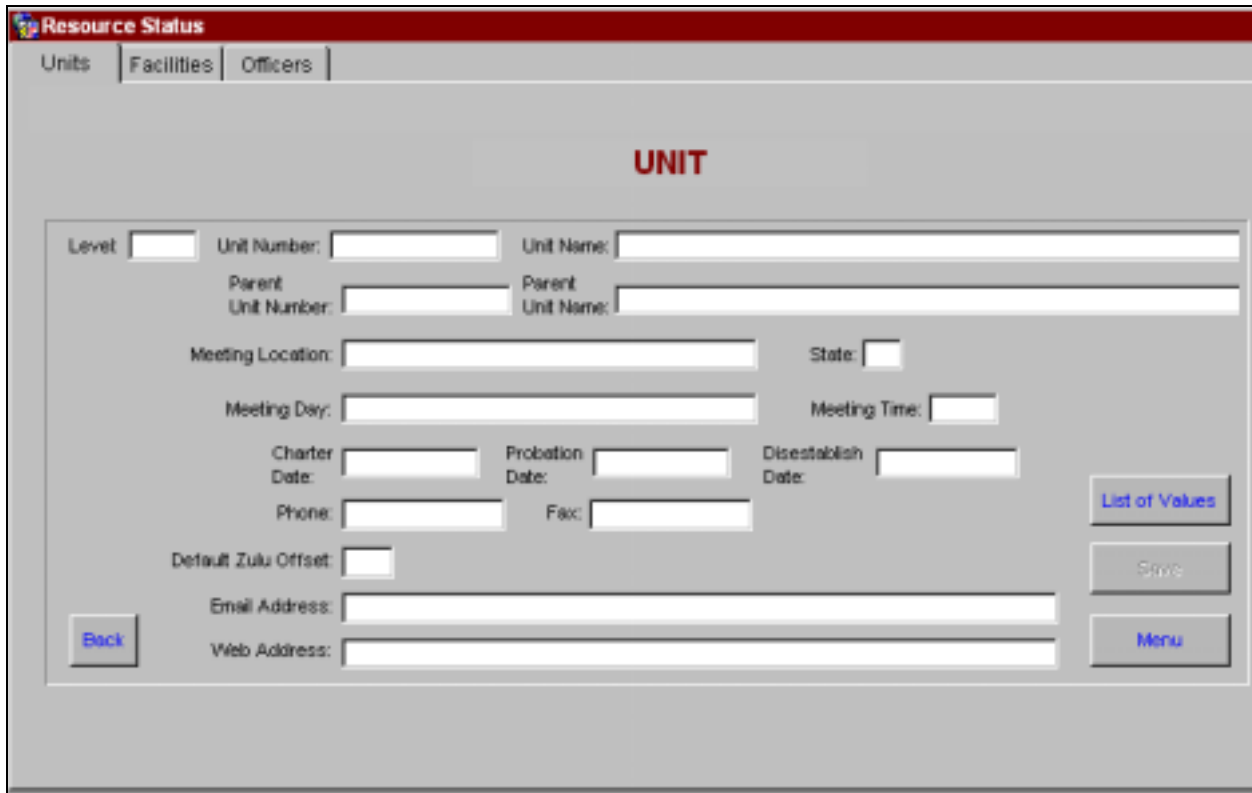
The screenshot shows a web application window titled "Resource Status" with a red header bar. Below the header is a navigation bar with tabs for "Units", "Facilities", and "Officers". The main content area is titled "UNIT" in red. It contains a form with various input fields: "Level", "Unit Number", "Unit Name", "Parent Unit Number", "Parent Unit Name", "Meeting Location", "State", "Meeting Day", "Meeting Time", "Charter Date", "Probation Date", "Disestablish Date", "Phone", "Fax", "Default Zulu Offset", "Email Address", and "Web Address". There are also buttons for "Back", "List of Values", "Save", and "Menu".


Figure 8-2 Unit Insert Screen

Step 3: Enter the necessary information for the unit. Pressing the **TAB** key advances the cursor to the next field. (Use the **List of Values** button and list boxes when necessary.) Click **Save**.

The information is entered and saved.

8.2 Update a Unit

Perform the following steps to update a unit:

Step 1: Click the  button from the AUXDATA Main Menu.

The Unit Selection Screen appears.

Step 2: Select the unit to be updated. Click the  button.

The Unit Update screen displaying information for the selected unit appears, similar to the following:

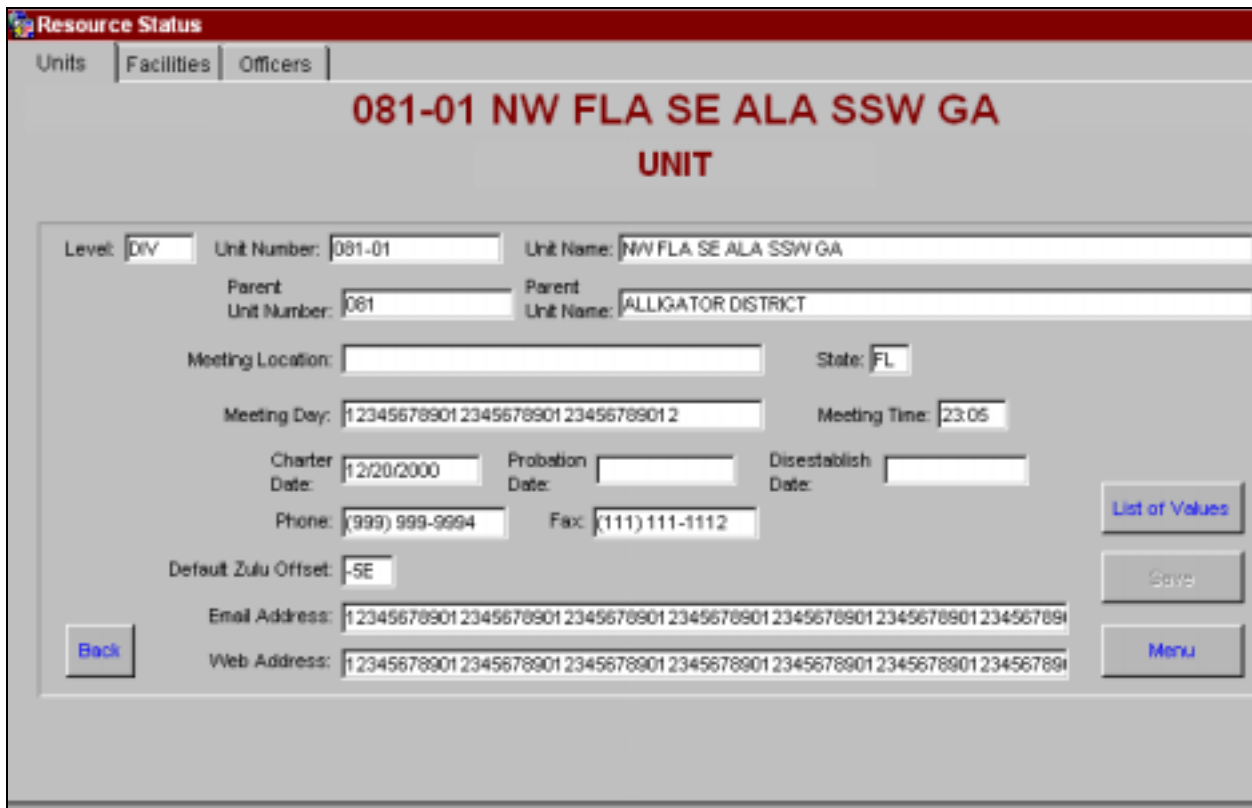


Figure 8-3 Unit Update Screen

Step 3: Enter and/or modify the information appropriately. Click **Save**.

The information is entered and saved.

8.3 Insert a Facility

The Facilities tab allows you to insert and update operational facilities for your units and subordinate units. Perform the following steps to insert a facility:

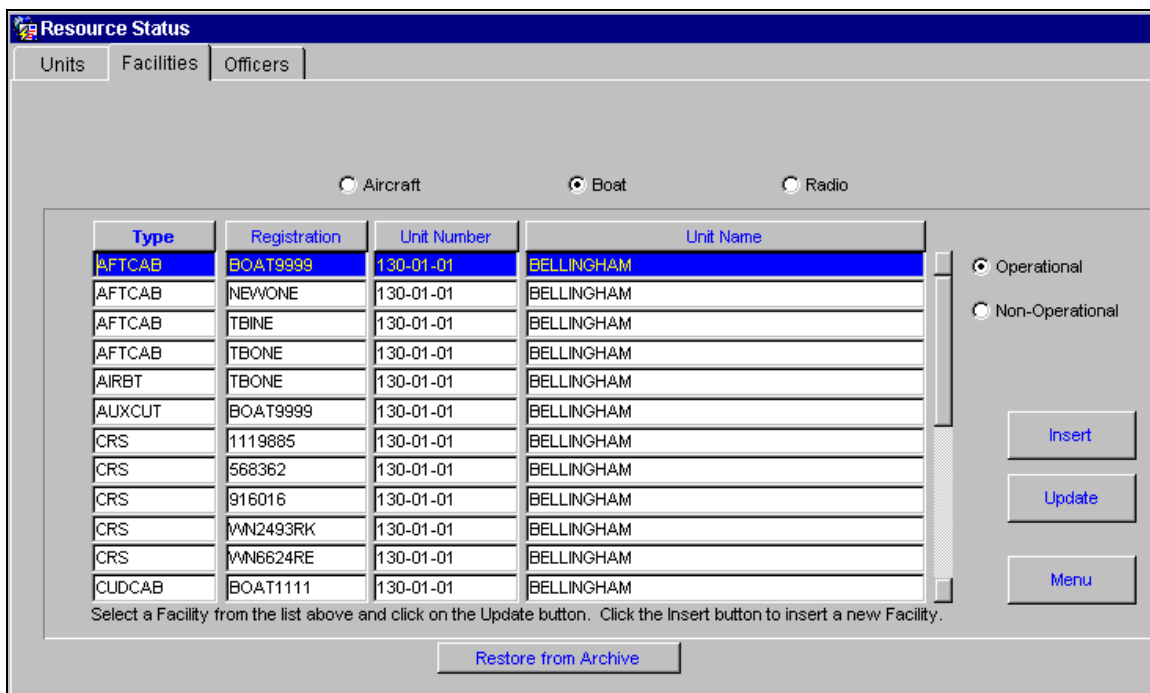
Resource Status

Step 1: Click the button from the AUXDATA Main Menu.

The Unit Selection Screen appears.

Step 2: Select the unit desired. Click the **Facilities** tab.

The Facilities screen appears, similar to the following:




Type	Registration	Unit Number	Unit Name
AFTCAB	BOAT9999	130-01-01	BELLINGHAM
AFTCAB	NEWONE	130-01-01	BELLINGHAM
AFTCAB	TBINE	130-01-01	BELLINGHAM
AFTCAB	TBONE	130-01-01	BELLINGHAM
AIRBT	TBONE	130-01-01	BELLINGHAM
AUXCUT	BOAT9999	130-01-01	BELLINGHAM
CRS	1119885	130-01-01	BELLINGHAM
CRS	568362	130-01-01	BELLINGHAM
CRS	916016	130-01-01	BELLINGHAM
CRS	WN2493RK	130-01-01	BELLINGHAM
CRS	WN6624RE	130-01-01	BELLINGHAM
CUDCAB	BOAT1111	130-01-01	BELLINGHAM

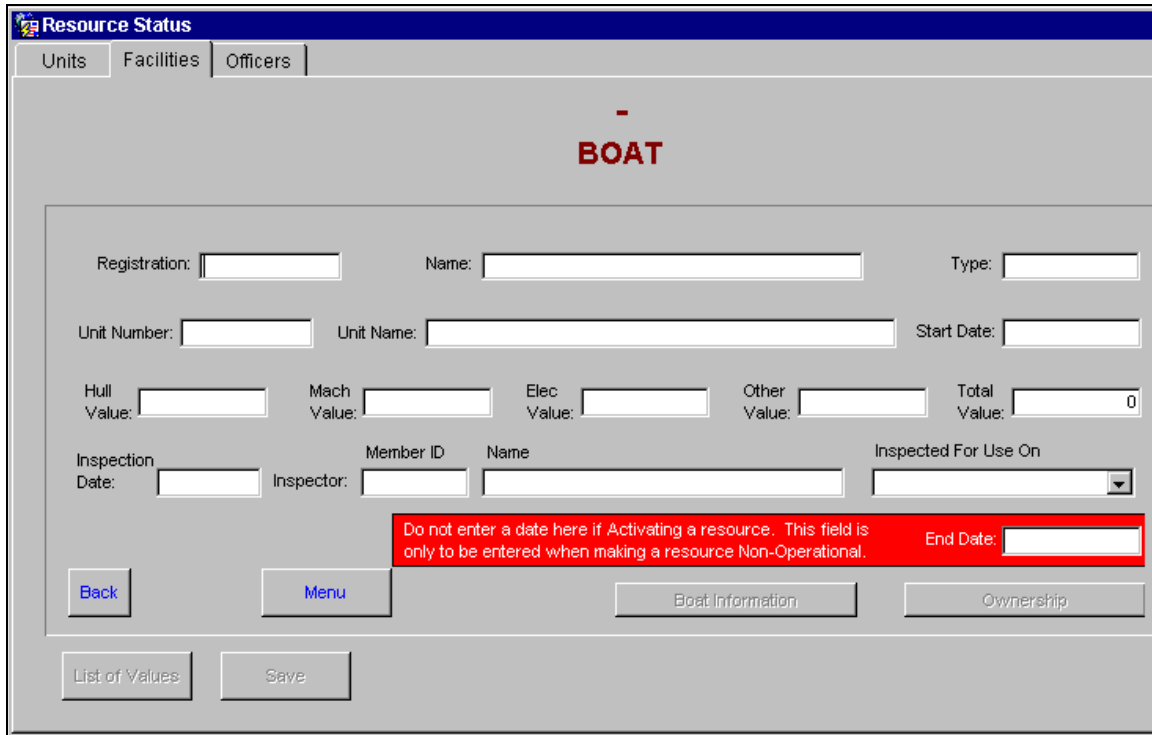
Select a Facility from the list above and click on the Update button. Click the Insert button to insert a new Facility.

Restore from Archive

Figure 8-4 Facilities Screen

Step 3: Select the facility you wish to insert, for example, a boat, aircraft, or radio. Click the  button.

The Facility Insert screen appears similar to the following:



The screenshot shows a web application window titled "Resource Status". It has three tabs: "Units", "Facilities", and "Officers". The "Facilities" tab is selected. In the center, there is a large red text label "- BOAT". Below this, there is a form with several input fields: "Registration:", "Name:", "Type:", "Unit Number:", "Unit Name:", "Start Date:", "Hull Value:", "Mach Value:", "Elec Value:", "Other Value:", and "Total Value:" (with a "0" in the input field). There are also fields for "Inspection Date:", "Inspector:", "Member ID", "Name", and "Inspected For Use On" (with a dropdown arrow). A red warning box contains the text: "Do not enter a date here if Activating a resource. This field is only to be entered when making a resource Non-Operational." Next to it is an "End Date:" field. At the bottom, there are buttons for "Back", "Menu", "Boat Information", "Ownership", "List of Values", and "Save".

Figure 8-5 Facility Insert Screen

Step 4: Enter the required information. Click **Save**.

The information is entered and saved.

Step 5: Click the **Boat Information** button.

The Boat Information screen appears, similar to the following:

The screenshot shows a software window titled "Resource Status" with three tabs: "Units", "Facilities", and "Officers". The "Facilities" tab is active, displaying a form for "GA1234-TEST BOAT". The form is titled "BOAT INFORMATION" in a purple box. It contains various input fields for boat details, including Facility Number, Location, Manufacturer, Model, Year, Length, Beam, Draft, Bunks, Head, Range, Heater, Water Capacity, Power, Horsepower, Fuel Type, Fuel Capacity, Generators (Mfg, Model, Serial No., Aux. Gen.), Vessel Speed (Economic, Cruise, Maximum), and Fuel Consumption (Economic, Cruise, Maximum). There are also checkboxes for "Trailer" and "Heater". At the bottom of the form are "Back" and "Details" buttons. Below the form are "List of Values" and "Save" buttons.

Figure 8-6 Boat Information Screen

Step 6: Enter the necessary information for the boat. Pressing the **TAB** key advances the cursor to the next field. Use the **List of Values** button and list boxes when necessary. Click **Save**.

The information is entered and saved.

Step 7: Click the **Details** button.

The Boat Details screen appears, similar to the following:

The screenshot shows the 'Resource Status' application window with tabs for 'Units', 'Facilities', and 'Officers'. The 'Facilities' tab is active. The main area contains several sections for data entry:

- NAVIGATION EQUIPMENT:** A table with one column labeled 'Type' and four empty rows.
- ENGINES:** A table with four columns: 'Brand', 'Model', 'Year', and 'Horsepower'. It has four empty rows.
- ON BOARD RADIOS:** A table with three columns: 'Type', 'Watts', and 'Channels/Frequencies'. It has four empty rows.
- RDF:** A table with one column labeled 'Type' and four empty rows.
- Total Horsepower:** A text field with the label 'Total Horsepower:' and an empty input box.
- Back:** A button located in the bottom left corner of the main area.


Figure 8-7 Boat Details Screen

Step 8: Enter the necessary information for the facility. Pressing the **TAB** key advances the cursor to the next field. Use the **List of Values** button and list boxes when necessary. Click **Save**.

The information is entered and saved.

8.4 Update a Facility


Perform the following steps to update a facility:

Step 1: Click the  button from the AUXDATA Main Menu.

The Unit Selection screen appears.

Step 2: Select the unit desired on the Units screen. Click the **Facilities** tab.

The Facilities screen appears.

Step 3: Select the desired facility to be updated, for example, a boat, aircraft, or radio. Click the  button.

The Boat Update screen appears.

Step 4: Modify appropriate fields. Pressing the **TAB** key advances the cursor to the next field. (Use the **List of Values** button and list boxes when necessary.) Click **Save**.

The information is entered and saved.

Step 5: Click the  button.

The Ownership screen appears, similar to the following:



Type	Owner Name	Member ID	Unit Number
Primary			

Figure 8-8 Ownership Screen

Step 6: Modify appropriate fields. Pressing the **TAB** key advances the cursor to the next field. Use the **List of Values** button and list boxes when necessary. Click **Save**.

The information is entered and saved.

8.5 Officers Tab

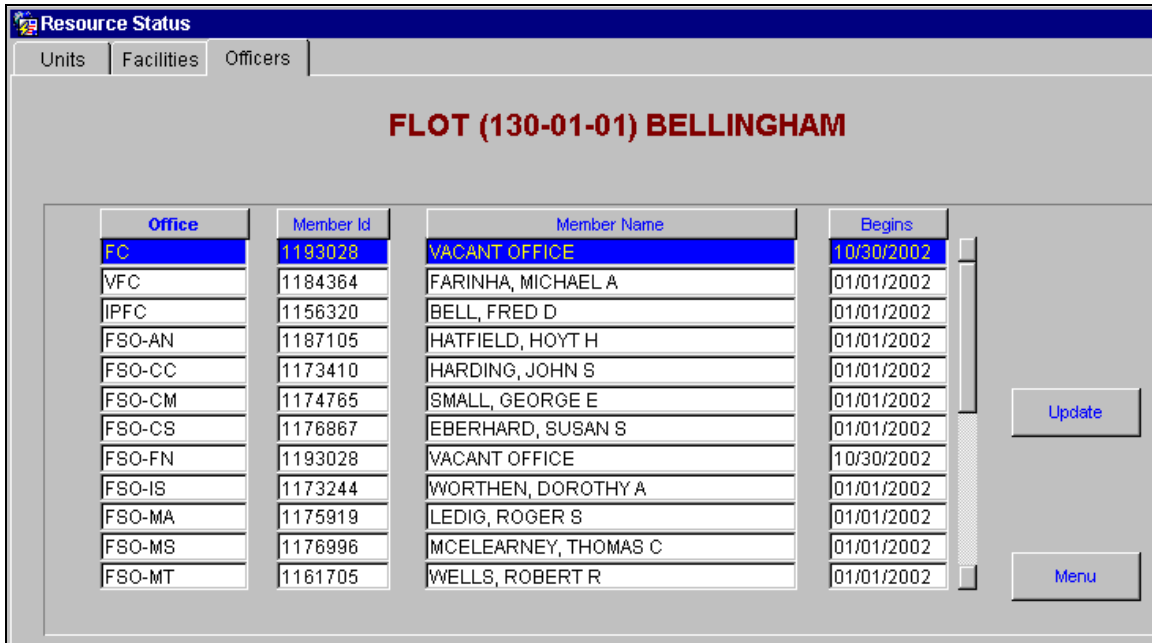
The Officers tab allows you to update officers for your unit and subordinate units. Perform the following steps to update an officer(s):

Step 1: Click the  button from the AUXDATA Main Menu.

The Unit Selection Screen appears.

Step 2: Select the desired unit. Click the **Officers** tab.

The Officers screen appears, similar to the following:



Office	Member Id	Member Name	Begins
FC	1193028	VACANT OFFICE	10/30/2002
VFC	1184364	FARINHA, MICHAEL A	01/01/2002
IPFC	1156320	BELL, FRED D	01/01/2002
FSO-AN	1187105	HATFIELD, HOYT H	01/01/2002
FSO-CC	1173410	HARDING, JOHN S	01/01/2002
FSO-CM	1174765	SMALL, GEORGE E	01/01/2002
FSO-CS	1176867	EBERHARD, SUSAN S	01/01/2002
FSO-FN	1193028	VACANT OFFICE	10/30/2002
FSO-IS	1173244	WORTHEN, DOROTHY A	01/01/2002
FSO-MA	1175919	LEDIG, ROGER S	01/01/2002
FSO-MS	1176996	MCELEARNEY, THOMAS C	01/01/2002
FSO-MT	1161705	WELLS, ROBERT R	01/01/2002

Figure 8-9 Officers Screen

Step 3: Select the Office to be updated. Click **Update**.

The Officers Update screen displaying information for the selected Office appears, similar to the following:

Resource Status

Units Facilities Officers

DIST (001) TEST001

Member ID	Member Name	Office	Begins
0000000	VACANT, OFFICE	DCO	06/28/2001

Member ID	Select New Member Name	Enter New Begin Date

List Of Values Save Cancel

Figure 8-10 Officers Update Screen

Step 4: Modify appropriate fields. Pressing the **TAB** key advances the cursor to the next field. Use the **List of Values** button and list boxes when necessary. Click **Save**.

The Officers Information screen appears. The Officer has been updated.

9. REPORTS

AUXDATA allows you to run the following types of reports: Activity Logs, Abstract, Chain of Command, Crew Underway Time, Resources By Flotilla, Operations, E-mail Directory, Member Roster, Member Anniversary Status, Log Activity Summary, Activity By State, Sail List Detail, Daily Sail List, Underway Resource Hours, Days Underway, Underway Activity and Crew, Underway Crew, Address and Flotilla Data, and Unit Summary Data. This section provides instructions for using the Reports button. These reports are generated in the following two formats: **.pdf & .csv**.

For instructions on printing reports when connected through the CITRIX Server refer to *Appendix B, Printing Reports Through the CITRIX Server*.

Perform the following step to access the Reports feature:

Step 1: Click the  button.

The Reports menu appears, similar to the following:

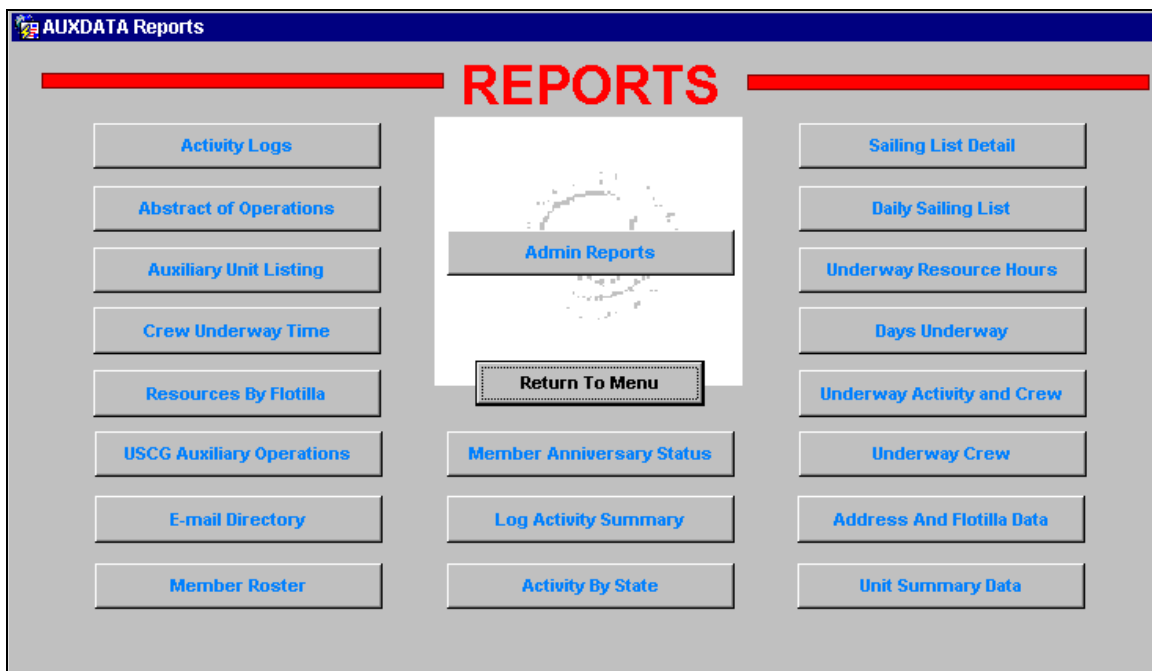



Figure 9-1 AUXDATA Reports Menu

9.1 Activity Logs

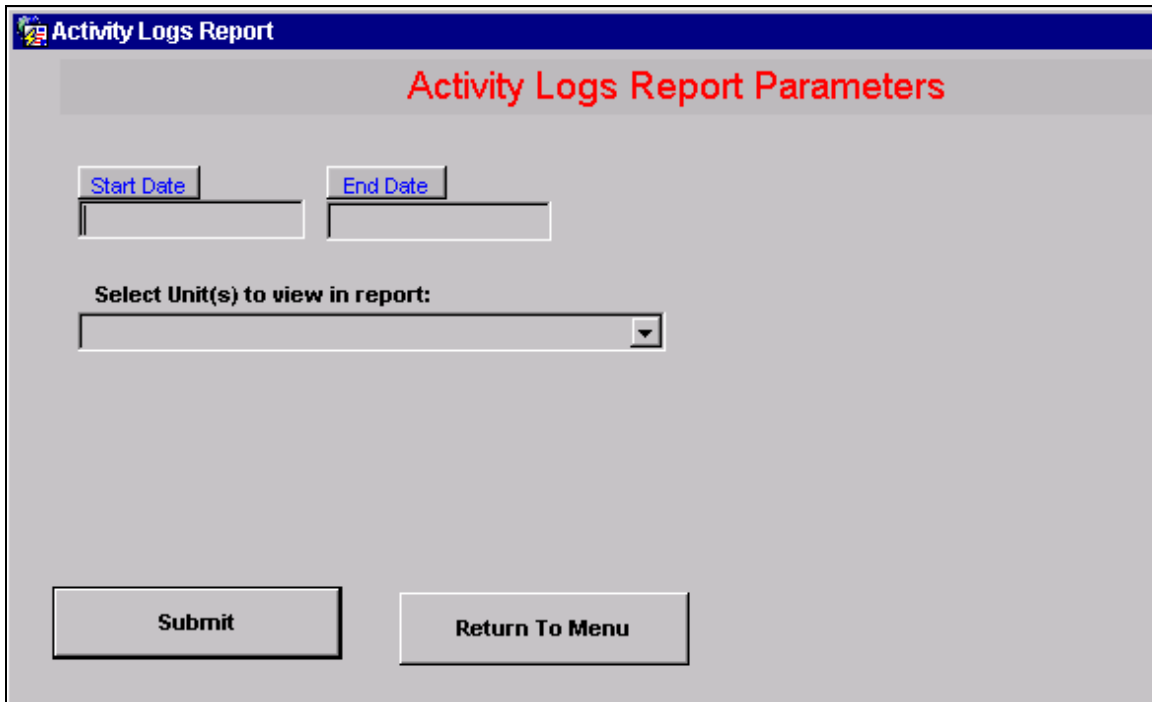
The **Activity Logs** button allows you to run a report on Activity Logs from the Start Date to the End Date and Return to the Main Menu. Perform the following steps to run an activity log report:

Step 1: From the AUXDATA Main Menu, click the  button.

The AUXDATA Reports menu appears.

Step 2: Click the  button.

The Activity Logs Report Parameters screen appears, similar to the following:



The screenshot shows a web-based form titled "Activity Logs Report" in a blue header bar. Below the header, the title "Activity Logs Report Parameters" is displayed in red. The form contains two date input fields labeled "Start Date" and "End Date". Below these is a dropdown menu labeled "Select Unit(s) to view in report:". At the bottom of the form are two buttons: "Submit" and "Return To Menu".

Figure 9-2 Activity Logs Report Parameters Screen

Step 3: Enter the desired *Start Date* and *End Date*. Select the unit to be viewed using the list box. Click **Submit**.

The Activity Logs Report screen appears, similar to the following:


Activity Logs						
LONGVIEW						
Reporting Period: 01 DEC 2001 Through: 05 DEC 2001						
Days in Period: 5 Hours in Period: 120						
						
Resource Hull Tail Number: MT4567KI LONGVIEW						
Date	Activity	Status	Sub Activity	Mission	OPCON	CO Approved
12-NOV-01 13:00	UW	A	OPS	SP	D1	N
Resource Hull Tail Number: OR775ZN LONGVIEW						
Date	Activity	Status	Sub Activity	Mission	OPCON	CO Approved
01-JAN-01 07:00	UW	A	OPS	ATON PVTBP	D1	N
20-JAN-01 18:00	UW	A	OPS	ATON FEDBP	D1	N
Resource Hull Tail Number: U21851 LONGVIEW						
Date	Activity	Status	Sub Activity	Mission	OPCON	CO Approved
13-APR-01 20:00	UPE	A	UPE	UPE PWC	130	N
20-JAN-02 20:00	UPE	A	UPE	UPE WNK	130	N
Resource Hull Tail Number: WN6636K LONGVIEW						
Date	Activity	Status	Sub Activity	Mission	OPCON	CO Approved
10-JAN-01 22:00	UW	A	OPS	ATON PVTBP	D1	N


Figure 9-3 Activity Logs Report Screen

Step 4: Click the **X** in the upper right-hand corner.

The window closes and the AUXDATA Reports menu appears.

9.2 Abstract of Operations

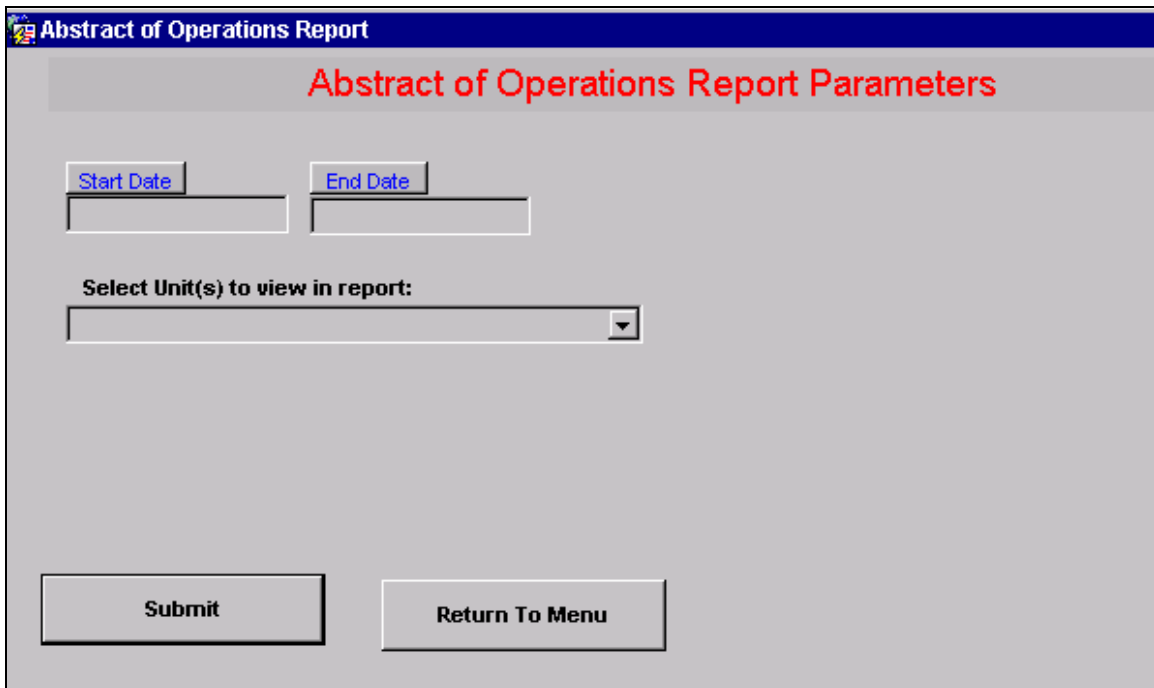
The **Abstract of Operations** button allows you to run a report on Abstract of Operations from the Start Date to the End Date and Return to the Main Menu. Perform the following steps to run an abstract report:

Step 1: From the AUXDATA Main Menu, click the  button.

The AUXDATA Reports menu appears.

Step 2: Click the  button.

The Abstract of Operations Report Parameters screen appears, similar to the following:



The screenshot shows a web-based form titled "Abstract of Operations Report" in a blue header bar. Below the header, the title "Abstract of Operations Report Parameters" is displayed in red. The form contains two date input fields labeled "Start Date" and "End Date". Below these is a dropdown menu labeled "Select Unit(s) to view in report:". At the bottom of the form are two buttons: "Submit" and "Return To Menu".

Figure 9-4 Abstract of Operations Report Parameters Screen

Step 3: Enter the desired *Start Date* and *End Date*. Select the unit to be viewed using the list box. Click **Submit**.

The Activity Logs screen appears, similar to the following:


Activity Logs						
HAYDEN ISLAND AND ALL SUB-UNITS						
		Reporting Period: 01 MAR 2002 Through: 06 MAR 2002				
		Days in Period: 6 Hours in Period: 144				
Resource Hull Tail Number: OR760ZA		130-07-06				
Date	Activity	Status	Sub Activity	Mission	OPCON	Approval
01-MAR-02 10:00	U/W	A	OPS	ATON BRIDGE	130	No
02-MAR-02 10:00	IP	B2	STBY	ATON BRIDGE	130	No
Resource Hull Tail Number: U21854		130-07-06				
Date	Activity	Status	Sub Activity	Mission	OPCON	Approval
04-MAR-02 09:00	UPE	A	UPE	UPE B10L	130	04-MAR-2002
04-MAR-02 15:00	UPE	A	UPE	UPE CAN	130	04-MAR-2002


Figure 9-5 Abstract of Operations Screen

Step 4: Click the **X** in the upper right-hand corner.

The window closes and the AUXDATA Reports menu appears.

9.3 Auxiliary Unit Listing

The **Auxiliary Unit Listing** button allows you to run a report on the Auxiliary Unit Listing. Perform the following steps to run an Auxiliary Unit Listing report:

Step 1: From the AUXDATA Main Menu, click the  button.

The AUXDATA Reports menu appears.

Step 2: Click the  button.

The Auxiliary Unit Listing Screen appears similar to the following:


 UNITED STATES COAST GUARD AUXILIARY		Auxiliary Unit Listing	
Parent Unit:	AUXILIARY NATIONAL UNIT	Unit Number:	0
Unit Name:		Unit Number:	
	FIRST DISTRICT NORTHERN REGION		013
	FIRST SOUTHERN		014
	FIFTH NORTHERN		053
	FIFTH SOUTHERN		054
	SEVENTH DISTRICT		070
	EIGHTH DISTRICT - COASTAL		081
	EIGHTH DISTRICT - EASTERN		082
	EIGHTH DISTRICT - WESTERN		085


Figure 9-6 Auxiliary Unit Listing Screen

Step 3: Click the **X** in the upper right-hand corner.

The window closes and the AUXDATA Reports menu appears.

9.4 Crew Underway Time

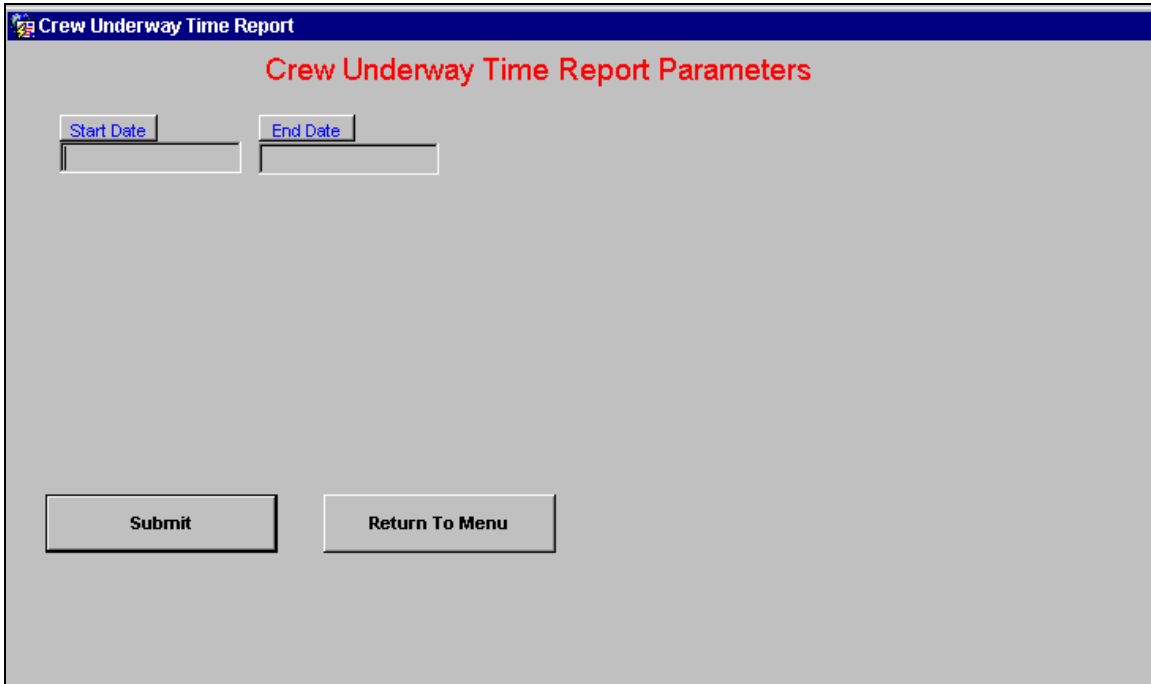
The **Crew Underway Time** button allows you to run a report on the crew hours from the Start Date to the End Date and Return to the Main Menu. Perform the following steps to run a Crew Underway Time report:

Step 1: From the AUXDATA Main Menu, click the  button.

The AUXDATA Reports menu appears.

Step 2: Click the  button.

The Crew Underway Time Report Parameters appears, similar to the following:



The screenshot shows a web-based form titled "Crew Underway Time Report". The main heading "Crew Underway Time Report Parameters" is displayed in red text. Below the heading, there are two input fields labeled "Start Date" and "End Date". At the bottom of the form, there are two buttons: "Submit" and "Return To Menu".

Figure 9-7 Crew Underway Time Report Parameters Screen

Step 3: Enter the desired *Start Date* and *End Date*. Select the unit to be viewed using the list box. Click **Submit**.

The Crew Underway Time screen appears, similar to the following:


Crew Underway Time					
HAYDEN ISLAND AND ALL SUB-UNITS					
		Reporting Period: 01-DEC-2001 Through: 02-DEC-2002			
		Days in Period: 367 Hours in Period: 8808			
Hull Number:	OR487AAA	Unit Number:	130-07-06		
Crewmember		Emp ID	Unit	Mission Count	U/W Hours
ANTANAVICH,JOSEPH F		1144341	013-03-03	1	4,148.00
ANDERSON,KENNETH T		1174174	130-07-06	2	4,172.00
ADAMS,WILLIAM D		1176248	130-08-02	1	24.00
ADAMS,DAVID L		1168878	130-11-01	1	24.00
OR487AAA's Totals		5			8,368.00
Hull Number:	T2	Unit Number:	130-07-06		
Crewmember		Emp ID	Unit	Mission Count	U/W Hours
ANDERSON,KENNETH T		1174174	130-07-06	2	14.00
T2's Totals		2			14.00


Figure 9-8 Crew Underway Time Screen

Step 4: Click the **X** in the upper right-hand corner.

The window closes and the AUXDATA Reports menu appears.

9.5 Resources By Flotilla

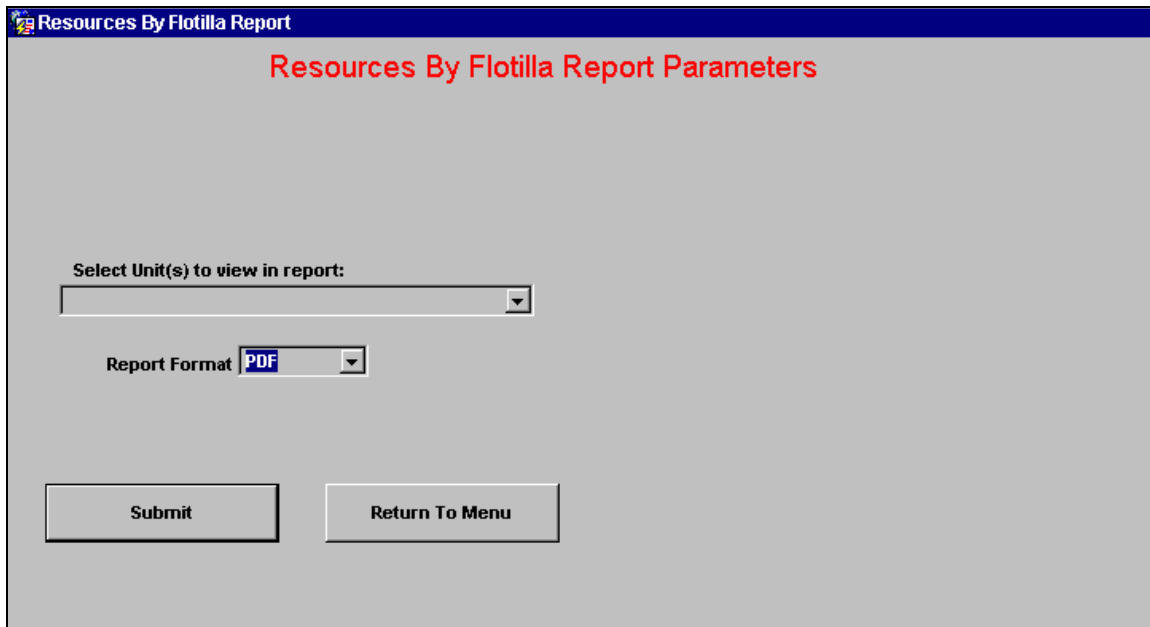
The **Resources By Flotilla** button allows you to run a report on Resources By Flotilla. Perform the following steps to run a Resources By Flotilla report:

Step 1: From the AUXDATA Main Menu, click the  button.

The AUXDATA Reports menu appears.

Step 2: Click the  button.

The Resources By Flotilla Report Parameters screen appears, similar to the following:

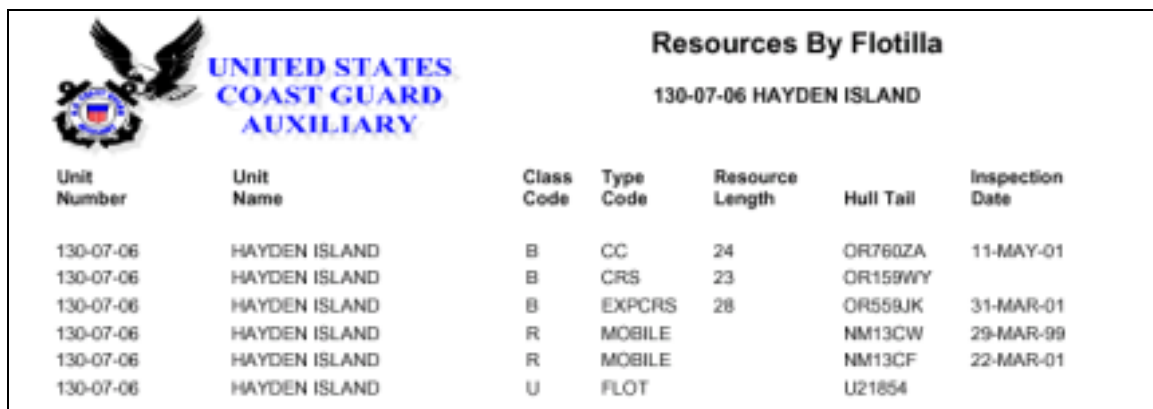


The screenshot shows a web application window titled "Resources By Flotilla Report". Inside, the title "Resources By Flotilla Report Parameters" is displayed in red. Below the title, there is a label "Select Unit(s) to view in report:" followed by a dropdown menu. Underneath, there is a label "Report Format" followed by a dropdown menu showing "PDF". At the bottom, there are two buttons: "Submit" and "Return To Menu".

Figure 9-9 Resources By Flotilla Report Parameters Screen

Step 3: Select the unit to view in report. Click **Submit**.

The Resources By Flotilla screen appears, similar to the following:



The screenshot shows a web application window titled "Resources By Flotilla". In the top left corner is the United States Coast Guard Auxiliary logo. The title "Resources By Flotilla" is displayed in blue, followed by the subtitle "130-07-06 HAYDEN ISLAND". Below this is a table with the following data:

Unit Number	Unit Name	Class Code	Type Code	Resource Length	Hull Tail	Inspection Date
130-07-06	HAYDEN ISLAND	B	CC	24	OR760ZA	11-MAY-01
130-07-06	HAYDEN ISLAND	B	CRS	23	OR159WY	
130-07-06	HAYDEN ISLAND	B	EXPCRS	28	OR559JK	31-MAR-01
130-07-06	HAYDEN ISLAND	R	MOBILE		NM13CW	29-MAR-99
130-07-06	HAYDEN ISLAND	R	MOBILE		NM13CF	22-MAR-01
130-07-06	HAYDEN ISLAND	U	FLOT		U21854	


Figure 9-10 Resources By Flotilla Screen

Step 4: Click the **X** in the upper right-hand corner.

The window closes and the AUXDATA Reports menu appears.

9.6 USCG Auxiliary Operations

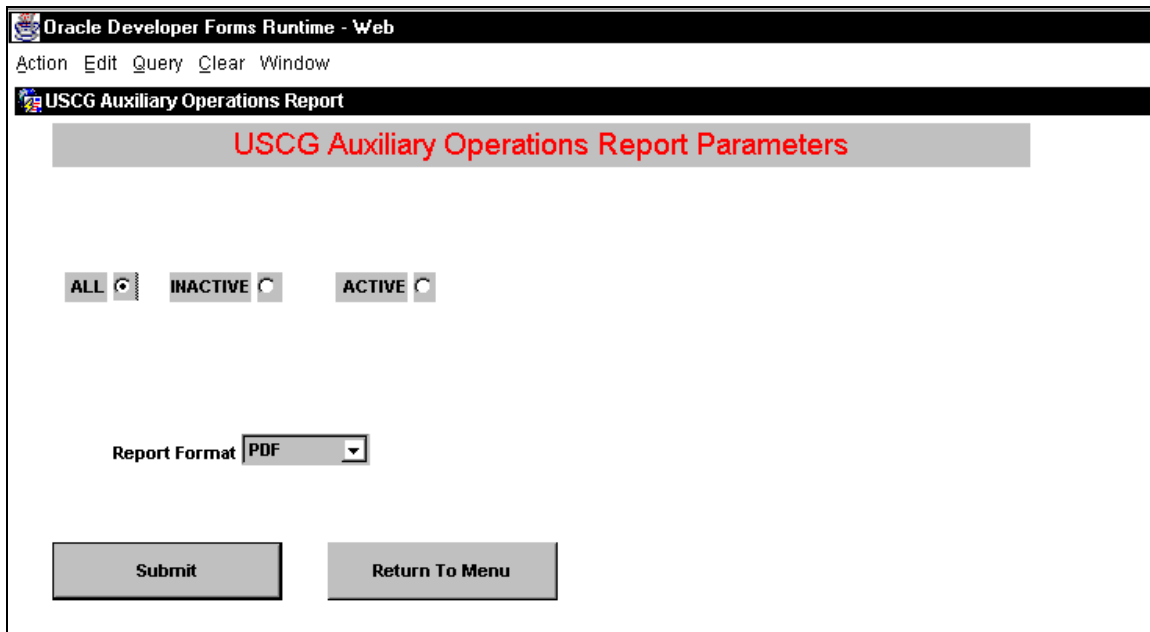
The **USCG Auxiliary Operations** button allows you to run a report on USCG Auxiliary Operations and Return to the Main Menu. Perform the following steps to run an USCG Auxiliary Operations report:

Step 1: From the AUXDATA Main Menu, click the  button.

The AUXDATA Reports menu appears.

Step 2: Click the  button.

The USCG Auxiliary Operations Report Parameters screen appears, similar to the following:



Oracle Developer Forms Runtime - Web

Action Edit Query Clear Window

USCG Auxiliary Operations Report

USCG Auxiliary Operations Report Parameters

ALL ☒ INACTIVE ☐ ACTIVE ☐

Report Format PDF

Submit Return To Menu

Figure 9-11 USCG Auxiliary Operations Report Parameters Screen

Step 3: Select one of the following option buttons: **All**, **Inactive**, or **Active**. Click **Submit**.

The USCG Auxiliary Operations screen appears, similar to the following:


 UNITED STATES COAST GUARD AUXILIARY USCG Auxiliary Operations				
Operation Code	Owner Name	Description	Start Date	End Date
NE-D11	D11	NO EXPLANATION	01 OCT 1992	31 DEC 1992
NE-17	D17	NO EXPLANATION	01 OCT 1992	31 DEC 1992
FO	D2	FLOOD OPS	01 JUL 1993	30 SEP 1993
NE-LANT	LANTAREA	NO EXPLANATION	01 JUL 1993	30 SEP 1993
SCF	D11	SOUTHERN CALIFORNIA FIRES	01 OCT 1993	31 DEC 1993
NE-PAC	PACAREA	NO EXPLANATION	01 JAN 1994	31 MAR 1994
OLMP	D7	1996 OLYMPICS	01 APR 1994	30 SEP 1996
FPT	D2	FULL POWER TRAILS	01 APR 1994	30 JUN 1994
D8COC	D8	D8 CHANGE OF COMMAND	01 APR 1994	31 MAR 1995
NE-D8	D8	NO EXPLANATION	01 APR 1994	30 JUN 1994
MD	D7	MAINTAIN DEMOCRACY (MNF HAITI)	01 SEP 1994	31 DEC 1994
SOA	D7	SUMMIT OF THE AMERICAS	01 SEP 1994	31 DEC 1994
NE-D5	D5	NO EXPLANATION	01 SEP 1994	31 DEC 1994
OT	D8	OCEAN TECHNICAL (UW TRANSIT TIME TO)	01 JAN 1995	31 MAR 1995
NE-D2	D2	NO EXPLANATION	01 APR 1995	30 JUN 1995
B2HUR	D5	BRAVO-TWO FOR HURRICANE	01 JUL 1995	30 SEP 1995
NE-D1	D1	NO EXPLANATION	01 JUL 1995	30 SEP 1995


Figure 9-12 USCG Auxiliary Operations Screen

Step 4: Click the **X** in the upper right-hand corner.


The window closes and the AUXDATA Reports menu appears.

9.7 E-mail Directory

The **E-mail Directory** button allows you to run a report on the E-mail Directory by unit and return to the Main Menu. Perform the following steps to run an E-mail Directory report:

Step 1: From the AUXDATA Main Menu, click the  button.

The AUXDATA Reports menu appears.

Step 2: Click the  button.

The Email Directory Report Parameters screen appears, similar to the following:

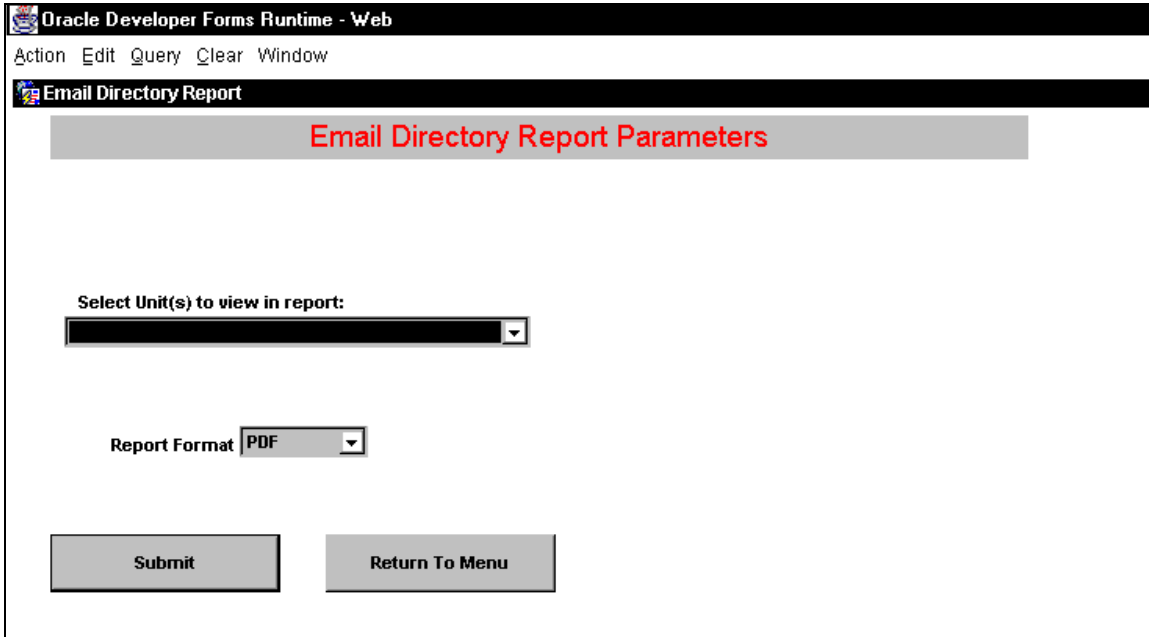


Figure 9-13 Email Directory Report Parameters Screen

Step 3: Click the arrow for the list box. Select the desired unit.

The unit appears in the box.

Step 4: Click **Submit**.

The E-mail Directory screen appears, similar to the following:



UNITED STATES
COAST GUARD
AUXILIARY

E-mail Directory

130-07-06 HAYDEN ISLAND

Unit Number	Member No.	Member	Email 1	Email 2
130-07-06	1174174	ANDERSON, KENNETH T	KANDERSON@HOTMAIL.COM	ANDERSONK@OSC.USCG.MIL
130-07-06	1174173	BALL, MAX E		
130-07-06	1183318	BALL, ROSE M		
130-07-06	1174746	BLACKFORD, SHEILA A	SHIELA_BLACKFORD@YAHOO.COM	
130-07-06	1174099	BURNS, EDWIN M	EDBURNS@GTE.NET	
130-07-06	1164038	CASE, MICHAEL T		
130-07-06	1173983	DICKIE, GEORGE L JR		
130-07-06	1190264	DOERFLER, GEOFF M	GDOERFLER@AOL.COM	
130-07-06	1158374	FOLLOWELL, TERESA A		
130-07-06	1142987	GUAY, PAUL D		
130-07-06	1174109	GULBRANDSON, DANIEL C		
130-07-06	1159774	HANSON, FRANCES L		
130-07-06	1174035	HANSON, STEPHEN N		
130-07-06	1183301	HEVY, ARTHUR D		
130-07-06	1183448	HEVY, CATHY A		
130-07-06	1183443	JAMES, NEIL H	NHJAMES@HOME.COM	
130-07-06	1183439	KELLY, MARY A		
130-07-06	1173859	KELLY, TIMOTHY J	OLDSALT068@MSN.COM	


Figure 9-14 E-mail Directory Screen

Step 5: Click the **X** in the upper right-hand corner.

The window closes and the AUXDATA Reports menu appears.

9.8 Member Roster

The **Member Roster** button allows you to run a report on the Member Roster by unit and Return to the Main Menu. Perform the following steps to run an E-mail Directory report:

Step 1: From the AUXDATA Main Menu, click the  button.

The AUXDATA Reports menu appears.

Step 2: Click the  button.

The Member Roster Report Parameters screen appears, similar to the following:

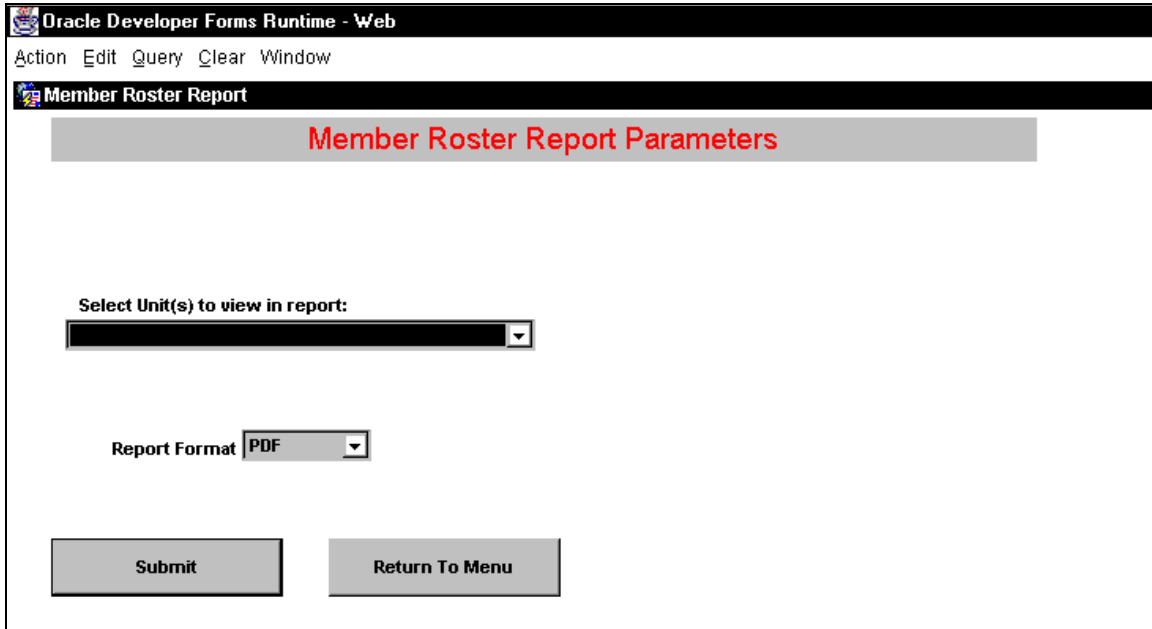


Figure 9-15 Member Roster Report Parameters Screen

Step 3: Click the arrow for the list box. Select the desired unit.

The unit appears in the box.

Step 4: Click **Submit**.

The Member Roster screen appears, similar to the following:


		 UNITED STATES COAST GUARD AUXILIARY		Member Roster 130-07-06 HAYDEN ISLAND					
Unit Number	Emp Id	Name	Address		City	State	Zip Code	Status	
1300706	1174174	ANDERSON, KENNETH T	200 MAIN ST	100 MAIN ST	WEST LINN	OR	97068-2529	BQ	
1300706	1174173	BALL, MAX E			PORTLAND	OR	97230-3614	BQ	
1300706	1183318	BALL, ROSE M			PORTLAND	OR	97230-3614	BQ	
1300706	1174746	BLACKFORD, SHEILA A			PORTLAND	OR	97202-6354	BQ	
1300706	1174099	BURNS, EDWIN M			TIGARD	OR	97223-3303	BQ	
1300706	1164038	CASE, MICHAEL T			PORTLAND	OR	97213-0602	AX	
1300706	1173983	DICKIE, GEORGE L JR			PORTLAND	OR	97286-1640	BQ	
1300706	1190264	DOERFLER, GEOFF M			MILWAUKIE	OR	97222-5816	BQ	
1300706	1158374	FOLLOWELL, TERESA A			PORTLAND	OR	97220-2201	BQ	
1300706	1142987	GUAY, PAUL D			BORING	OR	97009-9809	BQ	
1300706	1174109	GULBRANDSON, DANIEL C			PORTLAND	OR	97283-0525	BQ	
1300706	1159774	HANSON, FRANCES L			MILWAUKIE	OR	97222-5086	BQ	
1300706	1174035	HANSON, STEPHEN N			MILWAUKIE	OR	97222-5086	BQ	
1300706	1183301	HEVY, ARTHUR D			MILWAUKIE	OR	97222-1697	BQ	
1300706	1183448	HEVY, CATHY A			MILWAUKIE	OR	97222-1697	BQ	
1300706	1183443	JAMES, NEIL H			LAKE OSWEGO	OR	97035-7703	BQ	
1300706	1183439	KELLY, MARY A			PORTLAND	OR	97203-5124	BQ	
1300706	1173859	KELLY, TIMOTHY J			PORTLAND	OR	97203-5124	AX	


Figure 9-16 Member Roster Screen

Step 5: Click the **X** in the upper right-hand corner.

The window closes and the AUXMIS Reports Screen appears.

9.9 Return To Menu

The **Return to Menu** button allows you to return to the AUXDATA Main Menu. Perform the following steps to return to the AUXDATA Main Menu:

Step 1: From the AUXDATA Main Menu, click the  button.

The AUXDATA Reports menu appears.

Step 2: Click the  button.

The AUXDATA Main Menu screen appears.

9.10 Member Anniversary Status

Step 1: From the AUXDATA Reports Menu, click the **Member Anniversary Status** button.

The Member Anniversary Status Report Parameters Screen appears, similar to the following:

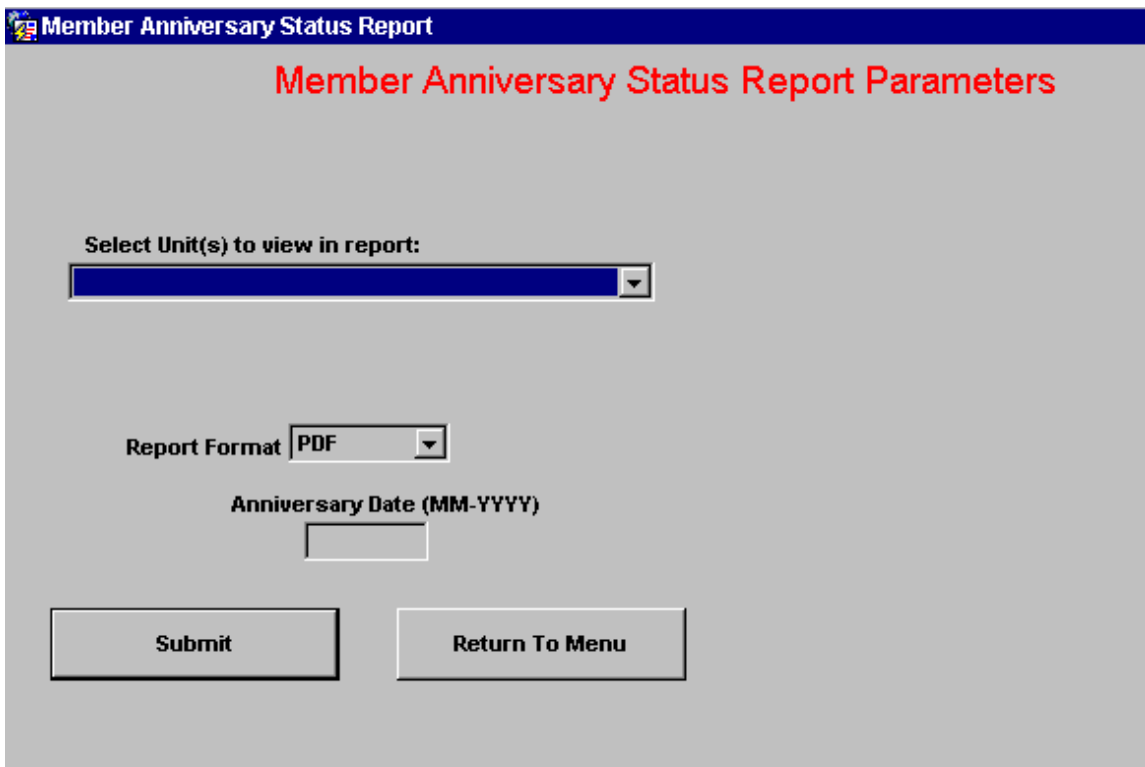


Figure 9-17 Member Anniversary Status Report Parameters Screen

Step 2: Select the unit to be viewed using the list box. Enter the desired *Anniversary Date*. Click the **Submit** button.

The Member Anniversary Status Screen appears, similar to the following:


Member Anniversary Status				
		For 01-2003		
		BETHEL ISLAND AND ALL SUB-UNITS		
Unit	Member ID	Member Name	Base Enrollment Date	Anniversary
113-10-04	1162353	DENKHAUS, JOHN E SR	01-25-1993	10
113-10-04	1176269	LINN, CAMERON L JR	01-12-1993	10


Figure 9-18 Member Anniversary Status Screen

Step 3: Click the **X** in the upper right-hand corner.

The window closes and the AUXMIS Reports Screen appears.

9.11 Log Activity Summary

The **Log Activity Summary** button allows you to run a report on log activity summary from the Start Date to the End Date and Return to the Main Menu. Perform the following steps to run a Log Activity Summary report:

Step 1: From the AUXDATA Main Menu, click the  button.

The AUXDATA Reports menu appears.

Step 2: Click the  button.

The Log Activity Summary Report Parameters screen appears, similar to the following:

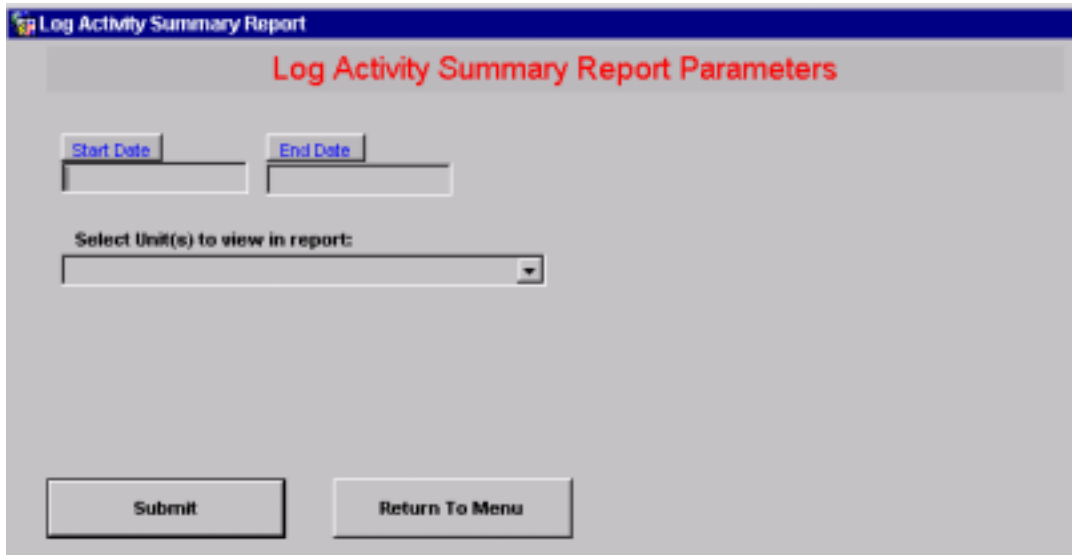


Figure 9-19 Activity Log Summary Report Parameters Screen

Step 3: Enter the desired *Start Date* and *End Date*. Select the unit to be viewed using the list box. Click **Submit**.

The Log Activity Summary screen appears, similar to the following:

UNITED STATES COAST GUARD AUXILIARY		Log Activity Summary		
130-07-06 HAYDEN ISLAND				
Reporting Period: 01 JAN 2002		Through: 31 DEC 2002		
Days in Period: 365		Hours in Period: 8760		
Resource Class: RAD		Resource Type: MOBILE		Hull/Tail Number: NM13CF
HTN's Unit: 130-07-06				
First Entry Date	Last Entry Date	Number of Log Entries	Date of CO's First Approval	Total CO Approval Count
24-FEB-2002 04:00	24-FEB-2002 04:00	1		0


Figure 9-20 Log Activity Summary Screen

Step 4: Click the **X** in the upper right-hand corner.


The window closes and the AUXMIS Reports Screen appears.

9.12 Activity By State

The **Activity By State** button allows you to run a report on log activity summary from the Start Date to the End Date and Return to the Main Menu. Perform the following steps to run an Activity By State report:

Step 1: From the AUXDATA Main Menu, click the  button.

The AUXDATA Reports menu appears.

Step 2: Click the  button.

The Activity By State Report Parameters screen appears, similar to the following:

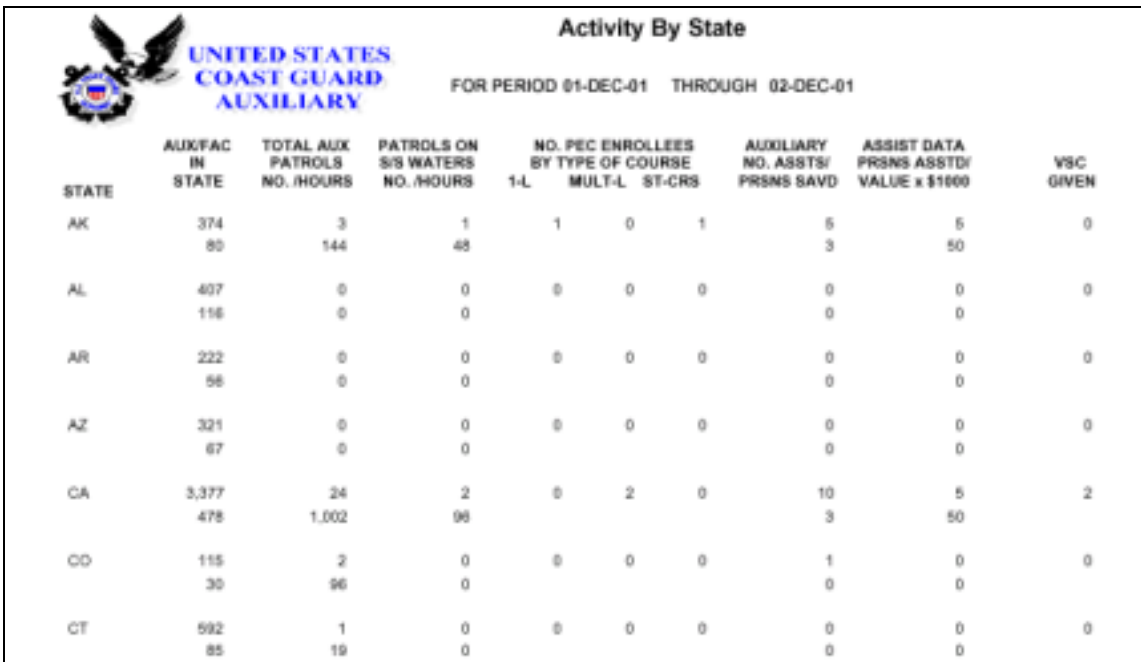


The screenshot shows a web application window titled "Activity By State Report". Below the title bar, the text "Activity By State Report Parameters" is displayed in red. There are two input fields labeled "Start Date" and "End Date". At the bottom of the window, there are two buttons: "Submit" and "Return To Menu".

Figure 9-21 Activity By State Report Parameters Screen

Step 3: Enter the desired *Start Date* and *End Date*. Click **Submit**.

The Activity By State screen appears, similar to the following:



The screenshot shows a table titled "Activity By State" for the period 01-DEC-01 through 02-DEC-01. The table is part of the "UNITED STATES COAST GUARD AUXILIARY" report. It lists various statistics for different states, including the number of auxiliary members, patrols, and enrollees.

STATE	AUX/FAC IN STATE	TOTAL AUX PATROLS NO. HOURS	PATROLS ON S/S WATERS NO. HOURS	NO. PEC ENROLLEES BY TYPE OF COURSE			AUXILIARY NO. ASSTS/ PRSNS SAVD	ASSIST DATA PRSNS ASSTD/ VALUE x \$1000	VSC GIVEN
				1-L	MULT-L	ST-CRS			
AK	374	3	1	1	0	1	5	5	0
	80	144	48				3	50	
AL	407	0	0	0	0	0	0	0	0
	118	0	0				0	0	
AR	222	0	0	0	0	0	0	0	0
	56	0	0				0	0	
AZ	321	0	0	0	0	0	0	0	0
	67	0	0				0	0	
CA	3,377	24	2	0	2	0	10	5	2
	478	1,002	96				3	50	
CO	115	2	0	0	0	0	1	0	0
	30	96	0				0	0	
CT	592	1	0	0	0	0	0	0	0
	85	19	0				0	0	


Figure 9-22 Activity By State Screen

Step 4: Click the **X** in the upper right-hand corner.

The window closes and the AUXMIS Reports Screen appears.

9.13 Sailing List Detail

The **Sailing List Detail** button allows you to run a report on sail list detail from the Start Date to the End Date, Unit, Resource and Return to the Main Menu. Perform the following steps to run a Sailing List Detail report:

Step 1: From the AUXDATA Main Menu, click the  button.

The AUXDATA Reports menu appears.

Step 2: Click the  button.

The Sailing List Detail Report Parameters screen appears, similar to the following:

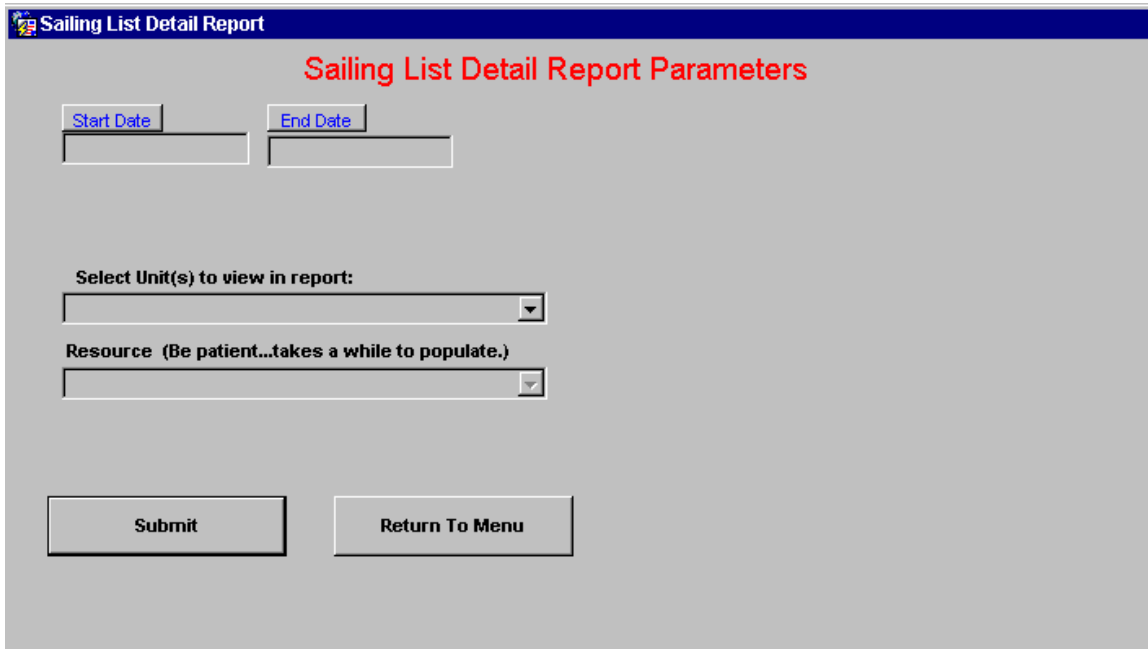


Figure 9-23 Sailing List Detail Report Parameters Screen

Step 3: Enter the desired *Start Date* and *End Date*. Select the desired unit and resource from the list box. Click **Submit**.

The Sailing List Detail screen appears, similar to the following:


Sailing List Detail					
130-07-06 HAYDEN ISLAND					
		Reporting Period: 01 DEC 2001 Through: 02 DEC 2002 Days in Period: 367 Hours in Period: 8808			
Unit Number: 130-07-06	Resource Type Code: PWC2	Resource HTN: TPWO	Resource Class Code: BOA		Mission: AUXMP
Start Date: 31-MAY-2002 11:00	Activity: U/W	Status: A	Sub-Activity: OPS		
Employment Category: RADIO	Operation: LEWCLA	OPCON: 130			
Crewmember: ANDERSON, KENNETH T	Emp ID: 1174174	Unit: 130-07-06	Description: LEAD		
Start Date: 31-MAY-2002 20:00	Activity: EOM	Status: C	Sub-Activity: EOM	Mission	
Employment Category:	Operation: LEWCLA	OPCON: 130			
Crewmember: ANDERSON, KENNETH T	Emp ID: 1174174	Unit: 130-07-06	Description: LEAD		

Figure 9-24 Sailing List Detail Screen

Step 4: Click the **X** in the upper right-hand corner.

The window closes and the AUXDATA Reports menu appears.

9.14 Daily Sailing List

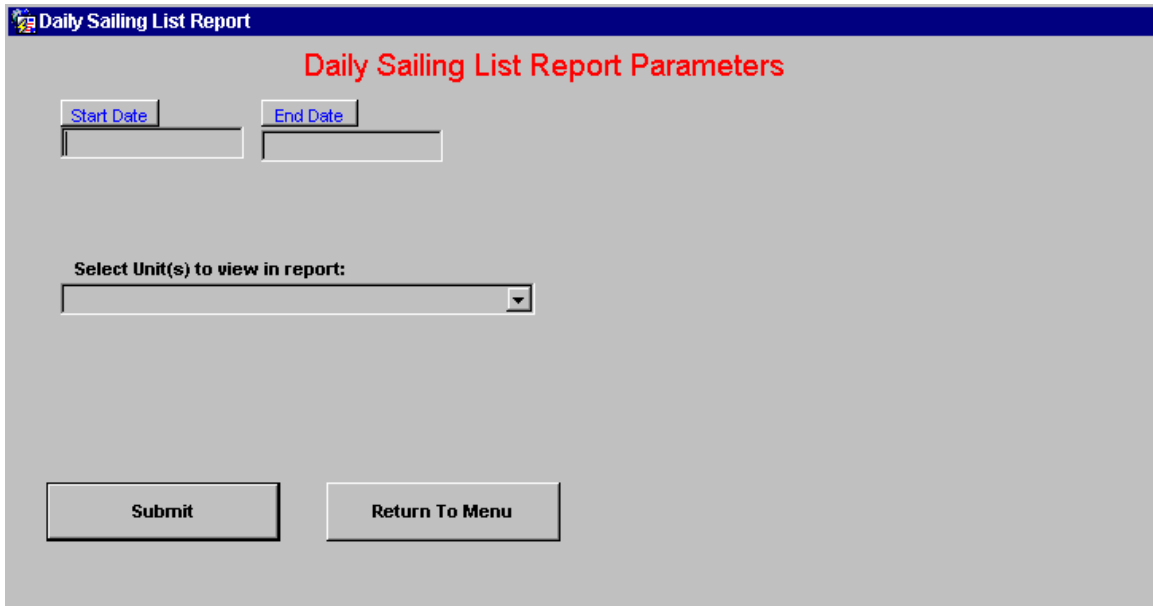
The **Daily Sailing List** button allows you to run a report on a daily sail list from the Start Date to the End Date and Return to the Main Menu. Perform the following steps to run a Daily Sailing List report:

Step 1: From the AUXDATA Main Menu, click the  button.

The AUXDATA Reports menu appears.

Step 2: Click the  button.

The Daily Sailing List Report Parameters screen appears, similar to the following:



Daily Sailing List Report

Daily Sailing List Report Parameters

Start Date End Date

Select Unit(s) to view in report:

Submit Return To Menu

Figure 9-25 Daily Sailing List Report Parameters Screen

Step 3: Enter the desired *Start Date* and *End Date*. Select the unit to be viewed using the list box. Click **Submit**.

The Daily Sailing List screen appears, similar to the following:


 Daily Sailing List HAYDEN ISLAND AND ALL SUB-UNITS				
Resource Class Code: AIR Start Date: 13-MAY-02 04:00:00 Operation Code: LEWCLA Crewmember:		Resource Type Code: FXGR Activity Code: ABN Emp Category: CALL OUT Description:		
		HTN: T2 Sub Activity Code: OPS Claimant: 130 Emp ID: 1174174 Crewmember's Unit: 130-07-06		
Start Date: 13-MAY-02 17:00:00 Operation Code: LEWCLA Crewmember:		Activity Code: EOM Emp Category: Description:		
		Sub Activity Code: EOM Claimant: 130 Emp ID: 1174174 Crewmember's Unit: 130-07-06		
Start Date: 15-MAY-02 04:00:00 Operation Code: LEWCLA Crewmember:		Activity Code: ABN Emp Category: CALL OUT Description:		
		Sub Activity Code: OPS Claimant: 130 Emp ID: Crewmember's Unit:		


Figure 9-26 Daily Sailing List Screen

Step 4: Click the **X** in the upper right-hand corner.

The window closes and the AUXDATA Reports menu appears.

9.15 Underway Resource Hours

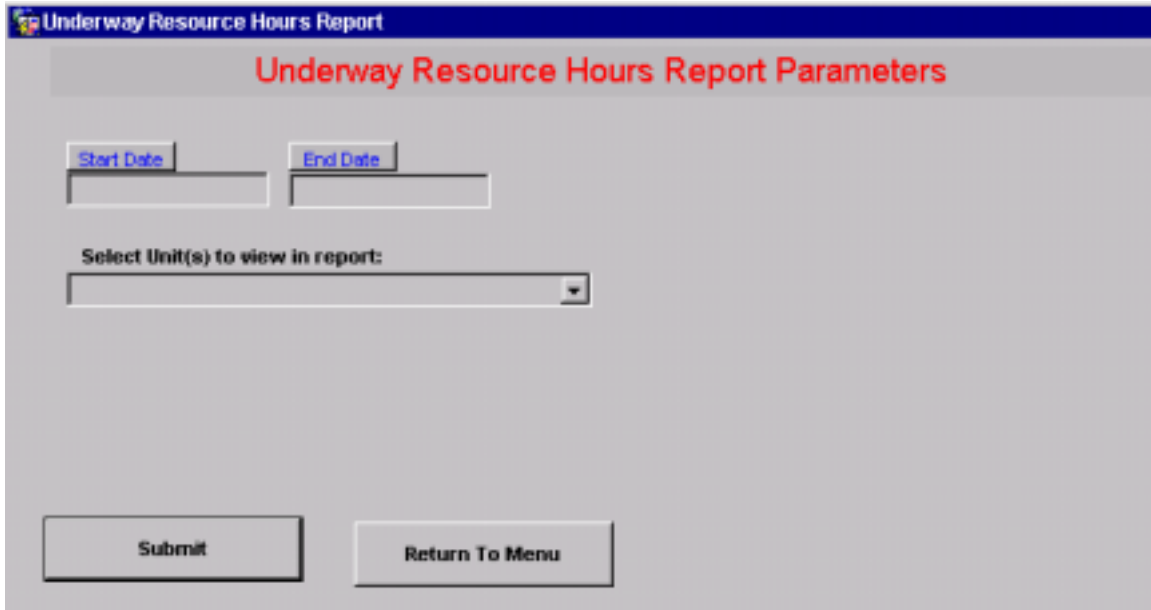
The **Underway Resource Hours** button allows you to run a report on an underway resource hours from the Start Date to the End Date and Return to the Main Menu. Perform the following steps to run an Underway Resource Hours report:

Step 1: From the AUXDATA Main Menu, click the  button.

The AUXDATA Reports menu appears.

Step 2: Click the  button.

The Underway Resource Hours Report Parameters screen appears, similar to the following:

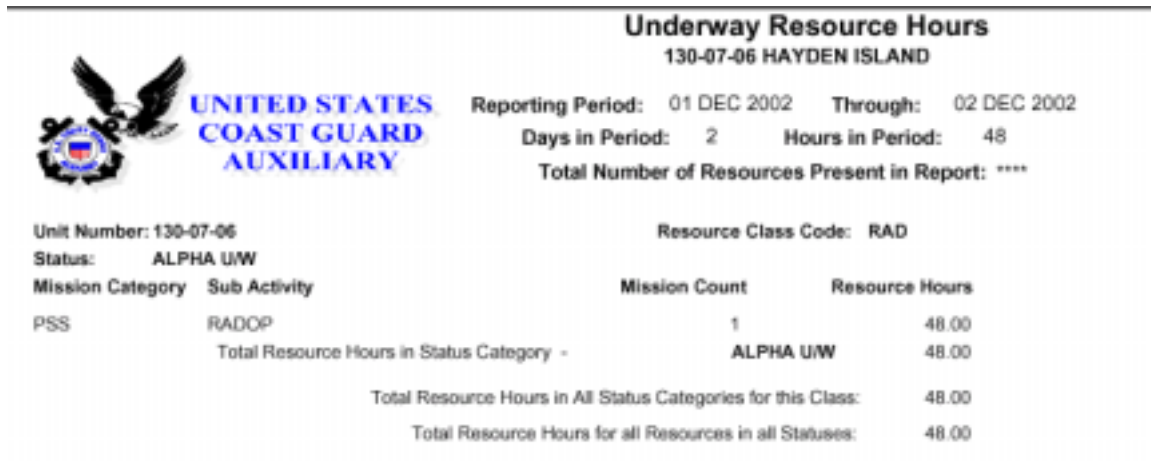


The screenshot shows a web application window titled "Underway Resource Hours Report". Below the title bar, the main heading is "Underway Resource Hours Report Parameters" in red. There are two input fields for "Start Date" and "End Date", each with a small blue button above it. Below these is a dropdown menu labeled "Select Unit(s) to view in report:". At the bottom, there are two buttons: "Submit" and "Return To Menu".

Figure 9-27 Underway Resource Hours Report Parameters Screen

Step 3: Enter the desired *Start Date* and *End Date*. Select the unit to be viewed using the list box. Click **Submit**.

The Underway Resource Hours screen appears, appears, similar to the following:



The screenshot shows a web application window titled "Underway Resource Hours" with the subtitle "130-07-06 HAYDEN ISLAND". On the left is the United States Coast Guard Auxiliary logo. To the right of the logo, the text "UNITED STATES COAST GUARD AUXILIARY" is displayed. Below this, the "Reporting Period" is shown as "01 DEC 2002 Through: 02 DEC 2002". Further down, "Days in Period: 2" and "Hours in Period: 48" are displayed. The "Total Number of Resources Present in Report: ****" is shown. Below this, the "Unit Number: 130-07-06" and "Resource Class Code: RAD" are listed. The "Status: ALPHA UW" is also shown. A table with the following data is displayed:

Mission Category	Sub Activity	Mission Count	Resource Hours
PSS	RADOP	1	48.00
Total Resource Hours in Status Category -			ALPHA UW 48.00
Total Resource Hours in All Status Categories for this Class:			48.00
Total Resource Hours for all Resources in all Statuses:			48.00


Figure 9-28 Underway Resource Hours Screen

Step 4: Click the **X** in the upper right-hand corner.

The window closes and the AUXDATA Reports menu appears.

9.16 Days Underway

The **Days Underway** button allows you to run a report on the days the vessel is underway from the Start Date to the End Date and Return to the Main Menu. Perform the following steps to run a Days Underway report:

Step 1: From the AUXDATA Main Menu, click the  button.

The AUXDATA Reports menu appears.

Step 2: Click the  button.

The Days Underway Report Parameters screen appears, similar to the following:

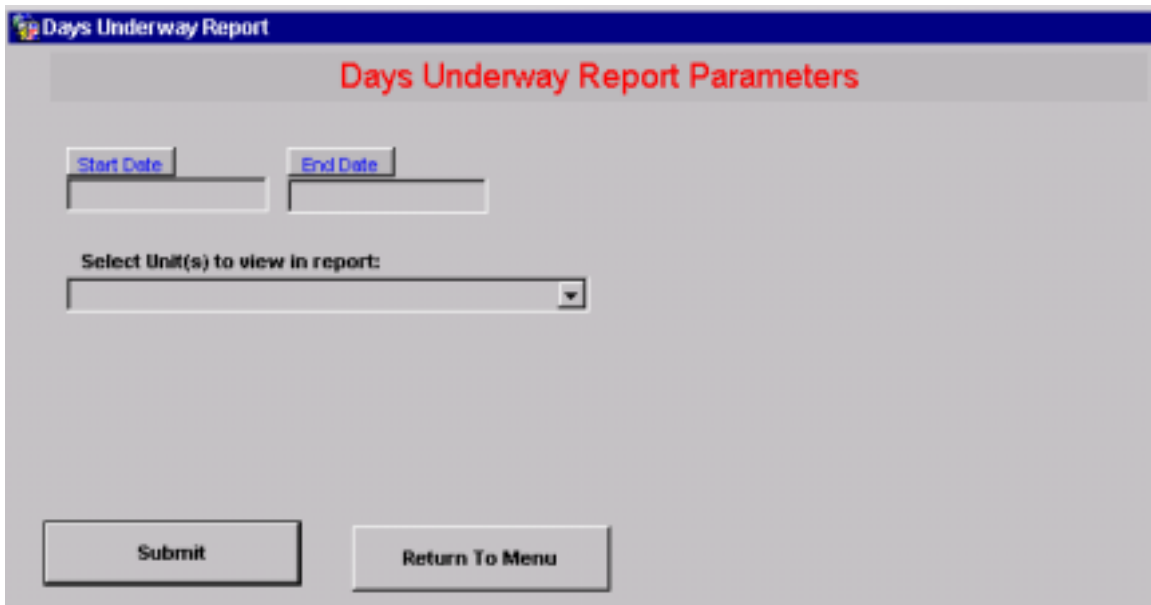
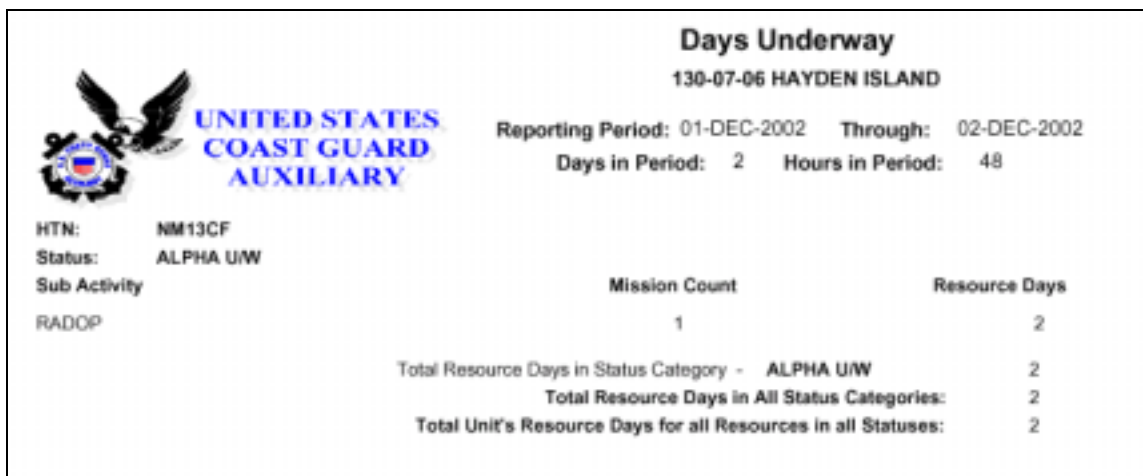


Figure 9-29 Days Underway Report Parameters Screen

Step 3: Enter the desired *Start Date* and *End Date*. Select the unit to be viewed using the list box. Click **Submit**.

The Days Underway screen appears, similar to the following:



Days Underway	
130-07-06 HAYDEN ISLAND	
Reporting Period: 01-DEC-2002 Through: 02-DEC-2002	
Days in Period: 2 Hours in Period: 48	
HTN: NM13CF	
Status: ALPHA U/W	
Sub Activity	
	Mission Count
RADCP	1
	Resource Days
	2
Total Resource Days in Status Category - ALPHA U/W	
2	
Total Resource Days in All Status Categories:	
2	
Total Unit's Resource Days for all Resources in all Statuses:	
2	


Figure 9-30 Days Underway Screen

Step 4: Click the **X** in the upper right-hand corner.

The window closes and the AUXDATA Reports menu appears.

9.17 Underway Activity and Crew

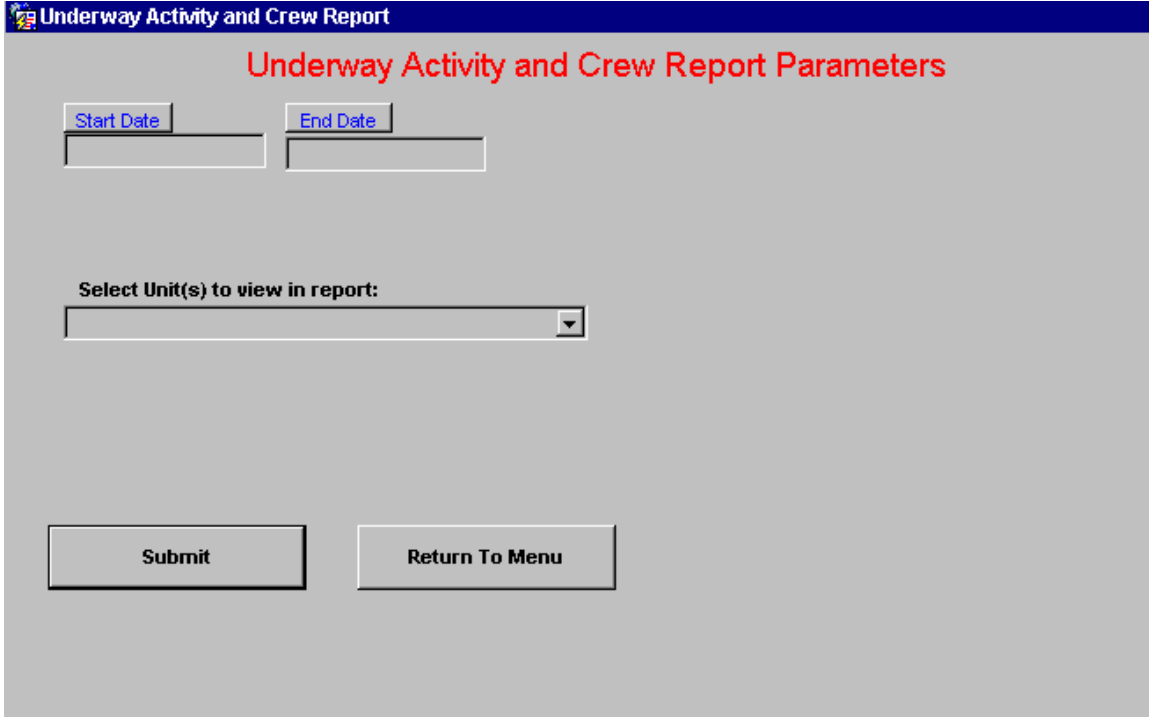
The **Underway Activity and Crew** button allows you to run a report on underway activity and crew from the Start Date to the End Date and Return to the Main Menu. Perform the following steps to run an Underway Activity and Crew report:

Step 1: From the AUXDATA Main Menu, click the  button.

The AUXDATA Reports menu appears.

Step 2: Click the  button.

The Underway Activity and Crew Report Parameters screen appears, similar to the following:

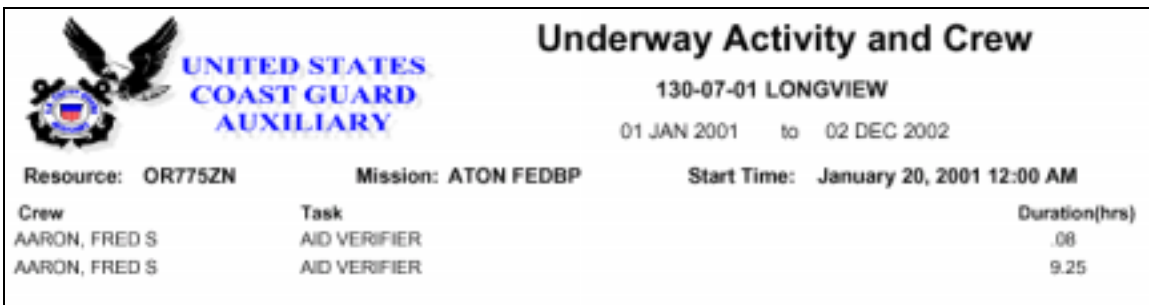


The screenshot shows a web application window titled "Underway Activity and Crew Report". The main heading is "Underway Activity and Crew Report Parameters" in red. Below the heading, there are two input fields for "Start Date" and "End Date". Below these is a dropdown menu labeled "Select Unit(s) to view in report:". At the bottom, there are two buttons: "Submit" and "Return To Menu".

Figure 9-31 Underway Activity and Crew Report Parameters Screen

Step 3: Enter the desired *Start Date* and *End Date*. Select the unit to be viewed using the list box. Click **Submit**.

The Underway Activity and Crew screen appears, similar to the following:



The screenshot shows a web application window titled "Underway Activity and Crew". The header includes the United States Coast Guard Auxiliary logo and the text "UNITED STATES COAST GUARD AUXILIARY". Below the header, there is a date range "130-07-01 LONGVIEW 01 JAN 2001 to 02 DEC 2002". The main content area displays the following information:

Resource:	Mission:	Start Time:	Duration(hrs)
OR775ZN	ATON FEDBP	January 20, 2001 12:00 AM	
Crew	Task		
AARON, FRED S	AID VERIFIER		.08
AARON, FRED S	AID VERIFIER		9.25


Figure 9-32 Underway Activity and Crew Screen

Step 4: Click the **X** in the upper right-hand corner.


The window closes and the AUXDATA Reports menu appears.

9.18 Underway Crew

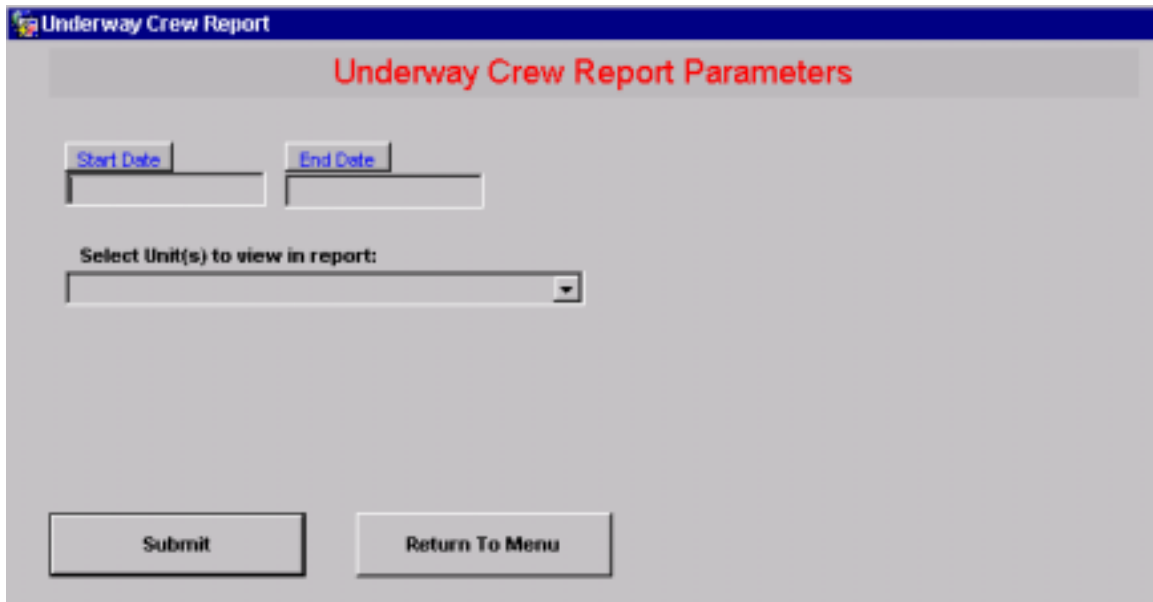
The **Underway Crew** button allows you to run a report on underway crew from the Start Date to the End Date and Return to the Main Menu. Perform the following steps to run an Underway Crew report:

Step 1: From the AUXDATA Main Menu, click the  button.

The AUXDATA Reports menu appears.

Step 2: Click the  button.

The Underway Crew Report Parameters screen appears, similar to the following:



Underway Crew Report

Underway Crew Report Parameters

Start Date: End Date:

Select Unit(s) to view in report:

Submit Return To Menu

Figure 9-33 Underway Crew Report Parameters Screen

Step 3: Enter the desired *Start Date* and *End Date*. Select the unit to be viewed using the list box. Click **Submit**.

The Underway Crew screen appears, similar to the following:


		Underway Crew	
UNITED STATES COAST GUARD AUXILIARY		130-07-01 LONGVIEW	
		01 JAN 2001	Through 02 DEC 2002
REPORT RUN 28-FEB-2002 07:59			
FULL NAME	MISSIONS	NIGHT HOURS	TOTAL HOURS
AARON, FRED S	1	.00	
ANDERSON, KENNETH T	3	.00	578.00
ANDREASEN, RICHARD I	2	.00	1.00
ARNOLD, ROBERT L	1	.00	1206.00
AXINN, RICHARD	1	.00	1206.00
BALFOUR, WILLIAM M	2	.00	4.78
BALKEMA, DOUGLAS R	1	.00	1206.00
BALL, MAX E	1	.00	1.00
BANEY, JOE E	2	.00	1210.78
BANNON, PATRICIA A	1	.00	1206.00
BARTLETT, RONALD L	2	.00	578.00
DREHER, ANGELA R	1	.00	1206.00


Figure 9-34 Underway Crew Screen

Step 4: Click the **X** in the upper right-hand corner.

The window closes and the AUXDATA Reports Screen appears.

9.19 Address and Flotilla Data

The **Address and Flotilla Data** button allows you to run a report on the Address and Flotilla Data from the Start Date to the End Date and Return to the Main Menu. Perform the following steps to run an Address and Flotilla Data report:

Step 1: From the AUXDATA Main Menu, click the  button.

The AUXDATA Reports menu appears.

Step 2: Click the  button.

The Address and Flotilla Data Report Parameters screen appears, similar to the following:

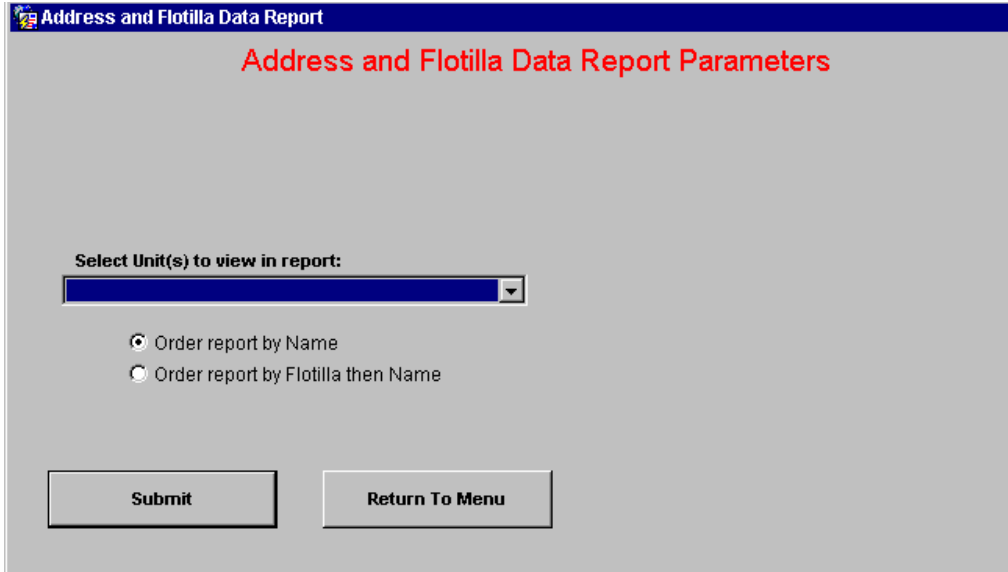


Figure 9-35 Address and Flotilla Data Report Parameters Screen

Step 3: Click the list box arrow. Select the desired unit. Select **Order report by Name** or **Order report by Flotilla then Name**.

The unit appears in the box.

Step 4: Click **Submit**.

The Address and Flotilla Data screen appears, similar to the following:

NAME	NUMBER	ADDRESS	CITY/STATE/ZIP	PHONES H: HOME B: BUSINESS F: FAX	BASE ENROLLMENT MEMBER STATUS	OFFICES CURRENT PAST	FACILITIES CODE ID DATE	OE DATE
ANDERSON, KENNETH T	1174174	130-07-06 100 MAIN ST 250 MAIN ST WEST LINN, OR 97068-2529		H: (503) 656-1138 B: (503) 656-1135	06/08/1973 BO	N-D ADSO-RB DCP DVC-VE FC FSO-MT FSO-PS FSO-VE IFPC RCO	N	05/31/2003 05/31/2002
BALL, MAX E	1174173	130-07-06 PORTLAND, OR 97235-3614		H: (503) 252-8230	06/27/1986 BO	FSO-MV FSO-MV	N	


Figure 9-36 Address and Flotilla Data Screen

Step 5: Click the **X** in the upper right-hand corner.

The window closes and the AUXMIS Reports screen appears.

9.20 Unit Summary

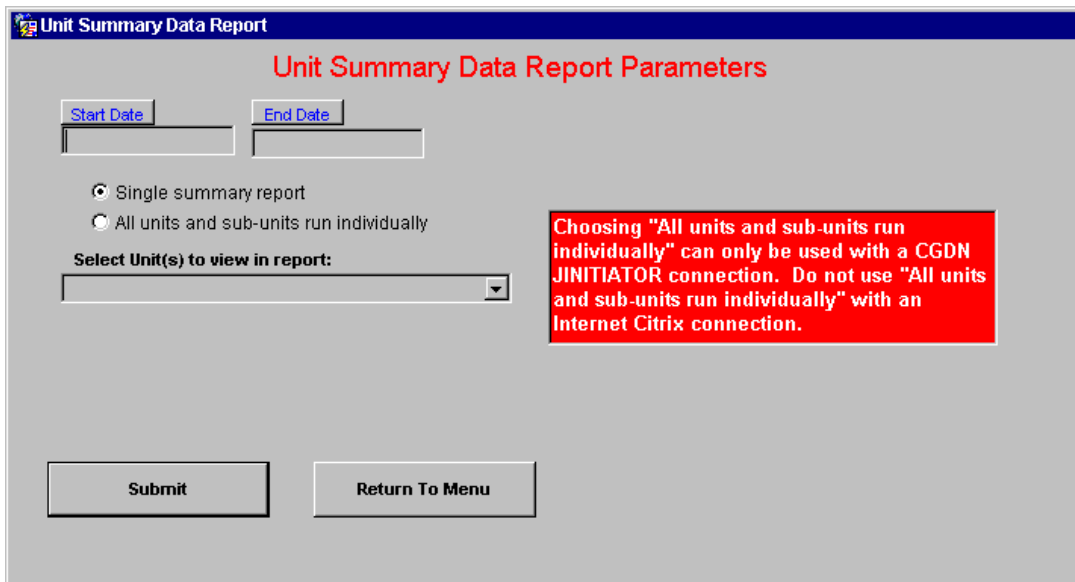
The **Unit Summary** button allows you to run a report on unit summary from the Start Date to the End Date and Return to the Main Menu. Perform the following steps to run a Unit Summary report:

Step 1: From the AUXDATA Main Menu, click the  button.

The AUXDATA Reports menu appears.

Step 2: Click the  button.

The Unit Summary Data Report Parameters screen appears, similar to the following:



The screenshot shows the 'Unit Summary Data Report Parameters' screen. It has a title bar with the Coast Guard Auxiliary logo and the text 'Unit Summary Data Report'. The main title is 'Unit Summary Data Report Parameters'. There are two date input fields labeled 'Start Date' and 'End Date'. Below them are two radio buttons: 'Single summary report' (selected) and 'All units and sub-units run individually'. A dropdown menu is labeled 'Select Unit(s) to view in report:'. A red warning box on the right states: 'Choosing "All units and sub-units run individually" can only be used with a CGDN JINITIATOR connection. Do not use "All units and sub-units run individually" with an Internet Citrix connection.' At the bottom are two buttons: 'Submit' and 'Return To Menu'.

Figure 9-37 Unit Summary Data Report Parameters Screen

Step 2: Select the desired report, and then select the unit to be viewed using the list box. Click the desired unit.

The Unit Summary Data screen appears, similar to the following:

Unit Summary Data									
01-JAN-2002 TO 27-FEB-2002					130-07-01 LONGVIEW				
MEMBERSHIP DATA					VESSEL EXAMINATIONS				
MEMBER DATA	#	PATROLS	OPERATIONS	HRS	#	ACTIVITY		#	
NEW ENROLLEES	0	SAFETY	0	0	0	COURTESY EXAMINERS		0	
DISMR + DTHS	0	REGATTA	0	0	0	MARINE DEALER VISITORS		3	
BQ + AX	33	CHART	0	0	0	FISHING VES. EXAMINER		0	
BQ	28	AIR	0	0	0	VSC'S GIVEN		0	
AX	5	MEP	0	0	0	MD VISITS		0	
RETIRED	4	CG SUPPORT	0	0	0	FISHING VES. EXAM		0	
NEW RETIRED	0	OTHER OPS MSN	11	1	1				
TRAINING									
NEW BQ	0	NEW BQCP	1	ASSETS	3	TOTAL OP. SURFACE FAC.		5	
NEW EMB	0	NEW VE	0	LIVES SAVE		TOTAL SURFACE FAC.		5	
NEW MDV	0	NEW CPVE	0	PERSONS ASSTD		TOTAL OP. AIR FAC.		0	
NEW APC	0	NEW AIR CP	0	PROPERTY VALUE (\$000)	1	TOTAL AIR FAC.		0	
NEW SC SFE	0	NEW AX	0	CREW	5	TOTAL COMM. FAC.		4	
MT SESSIONS	0	MT HOURS	0	CORSWAN	4				
SPECIALTY COURSES									
ADMIN	0	QI	0	COURSE	0	PUBLIC EDUCATION		# GVN	
COMMS	0	AIR OBSERVERS	0	BSAS (6-L)	0				
PATROLS	0	CO-PILOTS	0	BSAS (13-L)	0				
NAVIGATION (A)	0	FIRST PILOTS	0	BSAS (7 TO 10-L)	0				
NAVIGATION (B)	0	AIRCRAFT CMDR	0	BSAS (10 TO 12-L)	0				
SAR	0			BCN	0				
SEAMANSHIP	0			ACN	0				
WEATHER	0			NATL. BOARD AUTH. (1 LESSON COURSES)	0				
				ON THE WATER TRAINING	0				


Figure 9-38 Unit Summary Data Screen

Step 3: Click the **X** in the upper right-hand corner to close the report.

9.21 Quarterly Billing Report

The Quarterly Billing report contains the employee ID, name, and enrollment date for each member at a specified district that enrolled during a specified quarter and year, broken down by flotilla. Only users that have the billing role can run this report.

Perform the steps below to run this report.

Step 1: From the AUXDATA Main Menu, click the  button.

The AUXDATA Reports menu appears.

Step 2: Click the  report button.

The Quarterly Billing Report Parameters screen appears.

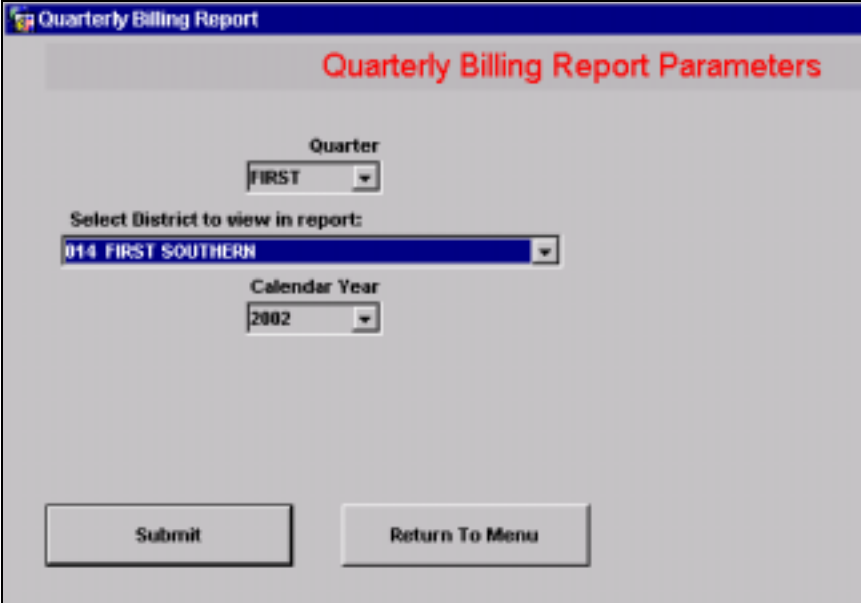


Figure 9-39 Quarterly Billing Report Parameters

Step 3: Select from the list boxes the quarter, the district you wish to view in the report, and the calendar year.

Step 4: Click the **Submit** button.

A Quarterly Billing Report appears for the specified quarter and year:



 UNITED STATES COAST GUARD AUXILIARY				New Enrollees	
				FIRST	2002
Unit Number		Emp Id		Name	Enrollment
0130104		1193312		AAA,AAA	01-JAN-02
0130104		1193465		AAAAA,KJGLKJ LKJFL	01-JAN-02
Flotilla	04	added	2	new member(s)	
Division	01301	added	2	new member(s)	
Unit Number		Emp Id		Name	Enrollment
0130201		1199983		FOSLER,KEITH G	03-JAN-02
0130201		1199812		HALL,WAYNE H	03-JAN-02
0130201		1199811		MICHAUD,BERNARD R	03-JAN-02
0130201		1200175		PATTERSON,W D	03-JAN-02


Figure 9-40 Quarterly Billing Report

Step 5: Once you have done what you wish with the report (for example, printing, saving to disk for later use), close the report by clicking the  at the upper right-hand corner of the window.

9.22 Annual Billing Report

The Annual Billing report contains the Unit Number, Employment ID, and person's name, including an indication of past district commodores (PDCO), for each member in a specified district that enrolled during the year, broken down by flotilla. Only users that have the billing role can run this report.

Perform the steps below to run this report.

Step 1: From the AUXDATA Main Menu, click the  button.

The AUXDATA Reports menu appears.

Step 2: Click the  report button.

The Annual Billing Report Parameters screen appears.

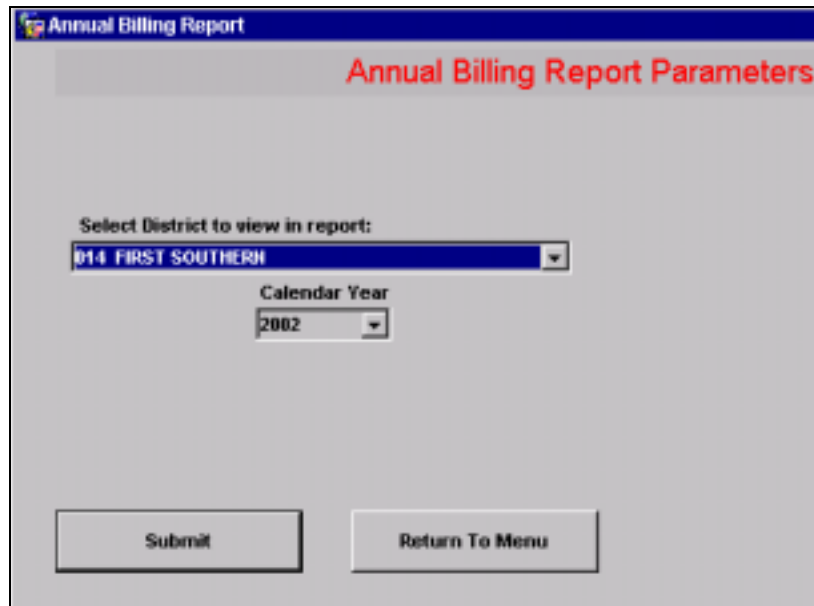
The image shows a screenshot of a web application window titled "Annual Billing Report". The main heading inside the window is "Annual Billing Report Parameters" in red text. Below the heading, there are two dropdown menus. The first is labeled "Select District to view in report:" and has "014 FIRST SOUTHERN" selected. The second is labeled "Calendar Year" and has "2002" selected. At the bottom of the form, there are two buttons: "Submit" and "Return To Menu".

Figure 9-41 Annual Billing Report Parameters


Step 3: Select from the list boxes the district you wish to view in the report and the calendar year.

Step 4: Click the **Submit** button.

An Annual Billing Report appears for the specified district and year:

Annual Billing			
		District 014	2002
Unit Number	Emp Id	Name	PDCO
0140101	1149114	ADELMANN,ROGER M	
0140101	1011306	ALIFF,WILLIAM	
0140101	1146588	AUER,JOHN R	
0140101	1149059	AUER,MARGUERITE	
0140101	1149916	BELLO,MICHAEL	
0140101	1147388	BRUNJES,EDWIN H	
0140101	1148487	BRUNJES,MARGARET	
0140101	1149257	CLIFFORD,PATRICK J	
0140101	1180146	COLON,CINDY A	
0140101	1180482	COLON,JOSE A	
0140101	1192114	DALY,JOHN P	
0140101	1150536	DAMM,JOSEPH E	

Figure 9-42 Annual Billing Report

Step 5: Once you have done what you wish with the report (for example, printing, saving to disk for later use), close the report by clicking the  at the upper right-hand corner of the window.

9.23 Admin Reports

Several Admin Reports are available to AUXDATA users who have administrative privileges. These reports retrieve and summarize data at the district level and Coast Guard wide, depending on your access level. See the sections below for instructions to run the individual Admin reports.

To access the Admin Reports menu:

Step 1: From the AUXDATA main menu, click



The Reports menu appears, displaying the Admin Reports button.

Step 2: From the Reports menu, click

Admin Reports

The Admin Reports menu appears.



Figure 9-43 Admin Reports Menu

Step 3: Choose the desired report option.

9.23.1 PE Performance Awards Due Report

This report provides a list of Auxiliary personnel who are due for a PE Performance Award, based on earned credits. To run this report, follow the steps below.

Step 1: From the Admin Report menu click

PE Performance Awards

The PE Performance Awards Report parameter screen appears.

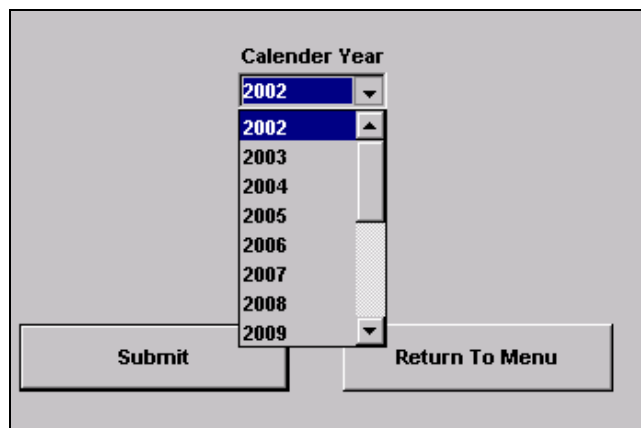



Figure 9-44 PE Performance Awards Report Parameter

Step 2: From the drop box select the calendar year you wish to define the report.

Step 3: Click

Submit

A PE Performance Awards Due report appears for the selected calendar year.



UNITED STATES COAST GUARD AUXILIARY

2002 PE Performance Awards Due

District 130

Unit Number	Member No.	Name	Inst	Aide	Credits	Prev - Last
130-01-01	1173800	ALBERT, STEVE J	26	9	30.5	
130-01-01	1184364	FARINHA, MICHAEL A	43	10	48	
130-01-02	1173719	JENSEN, ALLEN S	62	24	74	1 - 12/31/2000
130-01-02	1174186	OLSON, CHARLES E	46	25	58.5	
130-01-07	1148838	BERMINGHAM, JOHN B	8	56	36	
130-01-07	1146270	BOERNER, BILL	4	79	43.5	
130-01-07	1172371	DEAN, RUSSELL H JR	19	101	69.5	
130-01-07	1171707	KRIEG, JOHN T	43	83	84.5	
130-01-07	1169190	MCKEAN, JOHN S	73	41	93.5	1 - 12/31/2000
130-01-08	1004705	FORD, ANTHONY B	36	21	46.5	
130-01-08	1173787	LOKEN, DONALD L	4	64	36	1 - 12/31/2000

Figure 9-45 PE Performance Awards Report

9.23.2 VE/MDV Performance Awards Report

This report provides a list of Auxiliary personnel who are due for a VE/MDV Performance Award, based on earned credits. To run this report, follow the steps below.

Step 1: From the Admin Report menu click

VE/MDV Performance Awards

The VE/MDV Performance Awards Report parameter screen appears.

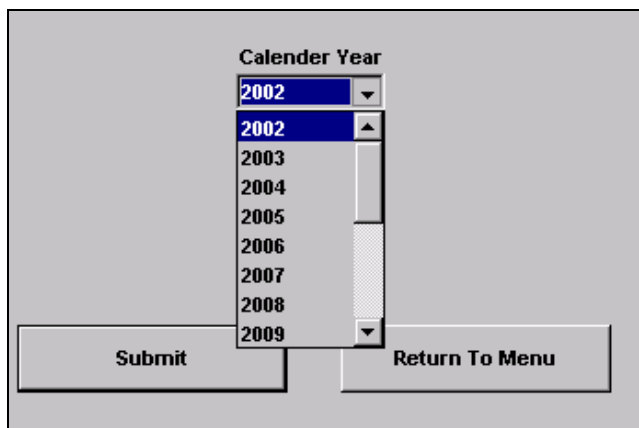


Figure 9-46 VE/MDV Performance Awards Report Parameter

Step 2: From the drop box select the calendar year you wish to define the report.

Step 3: Click

Submit

A VE/MDV Performance Awards Due report appears for the selected calendar year.

		2002 Vessel Examinations/ Marine Dealer Visits Performance Awards Due District 130				
Unit Number	Member No.	Name	VSC	MDV	CFVE Credits	Prev - Last
130-01-01	1173378	ARNTZEN, DENNIS P	62	0	0	62
130-01-01	1159410	MELTON, ANN P	52	0	51	51 1 - 12/31/2000
130-01-02	1173815	CHURCH, DAVID B	135	0	0	135
130-01-02	1172436	GIBBS, WALTER C	110	0	0	110
130-01-02	1173719	JENSEN, ALLEN S	3	83	0	86 1 - 12/31/2000
130-01-07	1174496	LEAVITT, CHARLES W	128	0	40	128 1 - 12/31/2000
130-03-02	1142697	THOMA, JOHN A	21	49	0	70 1 - 12/31/2000
130-03-03	1163526	ALI-SHEIKH, SHAHEED	212	53	0	265
130-03-05	1173474	STEPHENSON, GEORGE	16	46	0	62 1 - 12/31/2000
130-05-01	1150393	KARAN, ELLEN N	30	50	0	80
130-05-01	1149445	KARAN, LARRY F	31	44	0	75

Figure 9-47 VE/MDV Performance Awards Report

9.23.3 Operations Performance Awards Report

This report provides Auxiliary members' accumulative hours in operations and support for the issuance of an Operations and Performance Award. Perform the steps below to run this report.

Step 1: From the Admin Reports menu, click

[Operations Performance Awards](#)

The Operations Performance Awards report parameter screen appears:

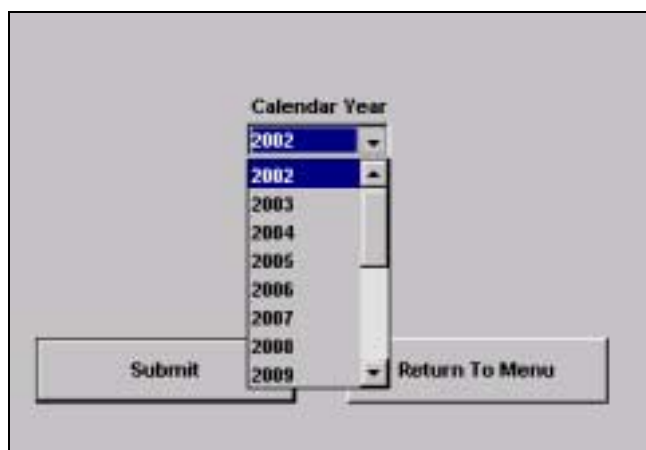



Figure 9-48 Operations Performance Awards Report Parameters

Step 2: Select the year you would like to report on from the drop box.

Step 3: Click the **Submit** button.

An Operations Performance Awards Due report appears for the selected year. See the example below.



UNITED STATES
COAST GUARD
AUXILIARY

130-01-01 BELLINGHAM
1169794 ALBERT, MAGGIE M
Date in Cycle 14 JAN 2003

Member 1169794 130-01-01 ALBERT, MAGGIE M	Competency AID TO NAVIGATION VERIFIER				
Task	Current #	Complete #	Req'd	Cycle	Due Date
AID VERIFIER DISTRICT PROGRAM	Y	1	1	P	Permanent

Member 1169794 130-01-01 ALBERT, MAGGIE M	Competency BOAT CREW CREWMEMBER				
Task	Current #	Complete #	Req'd	Cycle	Due Date
(BCM) ASSIST PRE-UNDERWAY CHECK-OFF	Y	1	1	A(C)	31-DEC-2003
(BCM) MAN OVERBOARD EVOLUTION AS A RECOVERY/PICKUP PERSON	Y	1	1	A(C)	31-DEC-2003
(BCM) QE APPROVAL	Y	1	1	5-A(5)	15-DEC-2004
(BCM) SIDE TOW EVOLUTION-DIRECT/ASSIST	Y	1	1	A(C)	31-DEC-2003
(BCM) STERN TOW EVOLUTION-DIRECT/ASSIST	Y	1	1	A(C)	31-DEC-2003
UW HOURS	N	0	8	A(C)	31-DEC-2003

Figure 9-49 Operations Performance Awards Due Report

9.23.4 Sustained Auxiliary Service Award

This report provides Auxiliary members' total service hours for the issuance of a Sustained Auxiliary Service Award. Perform the steps below to run this report.

Step 1: From the Admin Reports menu, click

[Sustained Service Awards](#)

The Sustained Auxiliary Service Award report parameters screen appears:



Figure 9-50 SSA Report Parameters

Step 2: From the drop box, select the district you wish to report on.

Step 3: Click the **Submit** button.

A Sustained Auxiliary Service Award Report appears, as shown in the example below:


				Sustained Auxiliary Service Award Status		
		UNITED STATES COAST GUARD AUXILIARY		District 114		
Unit Number	Member No.	Name		TotHrs	AwdHrs	Prev - Last
1140204	1172133	MILLER, RICHARD B		4488	1488	4 - 01/07/2000
1140204	1163670	SUTIS, DAMASO H		6249	999	7 - 11/16/2001
1140210	1174738	MONROE, MARK N		2413	913	2 - 09/30/2002
1140303	1158150	VATZ, ROBERT H		2314	814	2 - 11/28/2000
1140304	1152689	RICHARDSON, JOHN F		5370	870	6 - 09/30/2002
1140305	1174692	ANTHONY, LEE		2342	842	2 - 06/01/2000
1140308	1169905	RICHTER, CHARLES N		3168	916	3 - 09/30/2002
1140310	1175108	BROMBEREK, JOHN E		2262	782	2 - 01/07/2000
1140405	1153922	MCDONOUGH, JOSEPH J		3033	783	3 - 11/28/2000
1140503	1175206	DELUCIA, JOHN R		1552	802	1 - 01/07/2000
1140508	1177588	FLYNN, DONALD J		1602	852	1 - 09/30/2002
1140506	1178945	SCHLOSSER, DONALD C		1597	847	1 - 11/16/2001
1140703	1147129	ROM, JOSEPH W		7767	1017	9 - 09/30/2002
1140902	1174277	KAUFMAN, HARRY E		1532	782	1 - 11/26/2000
1140904	1178175	HAUSER, CHARLES E		1501	751	1 - 06/01/2000
1140906	1172562	FRIZZELL, RICHARD D		2876	1376	2 - 11/26/2000

Figure 9-51 SSA Report

10. TRAINING

The **Training** button allows you to insert, update, and delete tasks and competencies, insert and update assignments, capture tasks, view references, and insert, update, and delete certifications using the TMT Screen. The following sections elaborate on the specific buttons the TMT allows. Perform the following step to access TMT:

10.1 Accessing TMT



Step 1: Click the button from the AUXDATA Main Menu.

The Training Management Tool Main Menu appears, similar to the following:



Figure 10-1 Training Management Tool Main Menu

10.2 Assignments

The **Assignments** button allows you to assign competencies to units, tasks to competencies, and competencies to people.

10.2.1 Assign Competencies to Units

Perform the following steps to assign competencies to units:

Step 1: From the TMT Main Menu, click the **Assignments** button.

Step 2: Click the  button.

The Unit Selection screen appears, similar to the following:

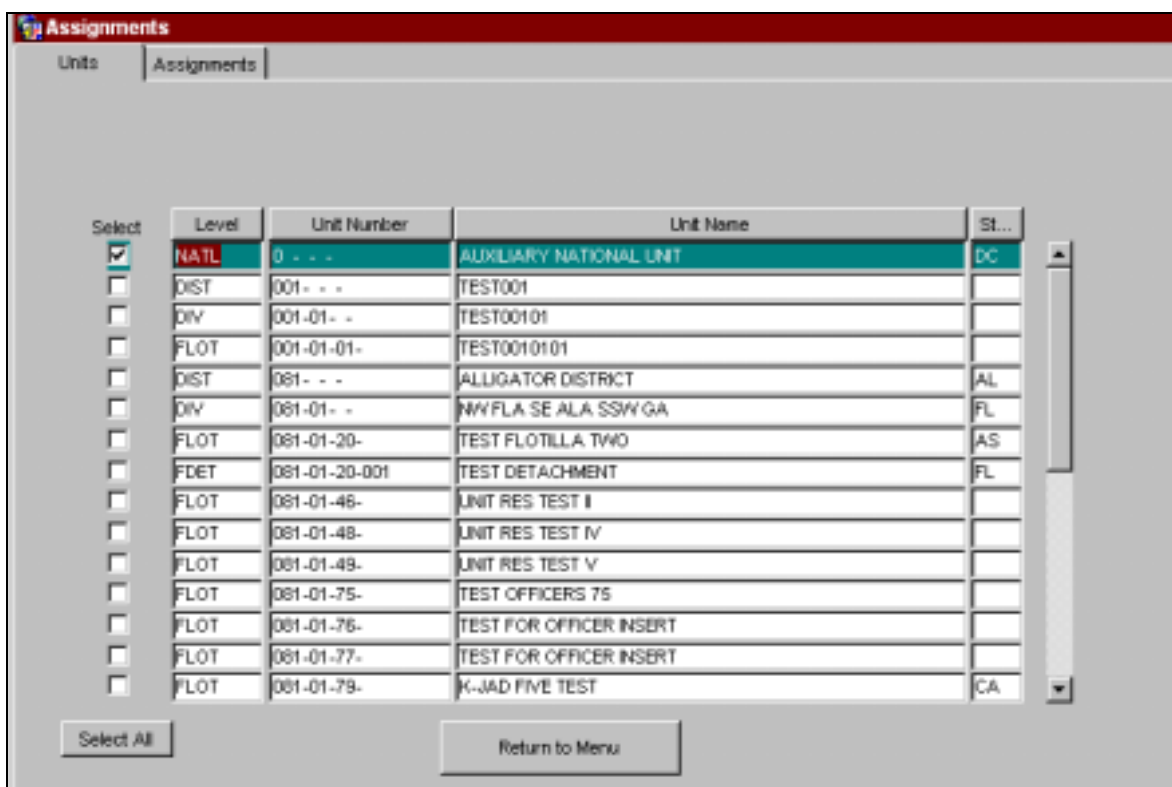


Figure 10-2 Unit Selection Screen

Step 3: Select the check boxes for the unit(s) you wish to assign competencies.

The Units are checked.

Step 4: Click the **Assignments** tab.

The Assignments screen appears, similar to the following:

The screenshot shows the 'ASSIGNMENTS' screen with two main sections: 'Available Competencies' and 'Assigned Competencies'. The 'Available Competencies' list is empty. The 'Assigned Competencies' list contains several items, all in red text, indicating they cannot be removed. A 'Return to Menu' button is located in the top right. A legend note states: 'RED means competency cannot be removed except by assigning unit.' Below each list is a 'Details for the last highlighted' section with fields for Short Title, Reference, Training Type, Category, and Title.

Unit Listing: 130	
THIRTEENTH DISTRICT	

Return to Menu

RED means competency cannot be removed except by assigning unit.

Available Competencies	Assigned Competencies
	ADMINISTRATIVE PROCEDURES (APC)
	AID TO NAVIGATION (MTCN) TECHNICIAN
	AID TO NAVIGATION VERIFIER
	AIR CO-PILOT
	AIR CREW
	AIR FIRST PILOT
	AIR OBSERVER
	AIR OPERATIONS WORKSHOP
	AIRCRAFT COMMANDER
	ATON / A/V WORKSHOP
	AUXOP
	BASIC BOATING COURSE


Details for the last highlighted Available Competency:

Short Title	
Reference	
Training Type	
Category	
Title	

Details for the last highlighted Assigned Competency:

Short Title	APC
Reference	COMDTINST M16790.1E
Training Type	Professional Development
Category	UNIT
Title	ADMINISTRATIVE PROCEDURES (APC)

Figure 10-3 Assignments Screen

Step 5: Select the competency desired under **Available Competencies**. Click .

The selected competencies are moved from the Available Competencies to Assigned Competencies.

10.2.2 Assign Tasks to Competencies

Perform the following steps to assign tasks to competencies:

Step 1: From the TMT Main Menu, click the **Assignments** button.

Step 2: Click the **ASSIGN TASKS TO COMPETENCIES** button.

The Competencies Selection screen appears, similar to the following:

Select	Short Title	Competency Description	Category
<input checked="" type="checkbox"/>	NE	AID TO NAVIGATION (MTCN) TECHNICIAN	BOAT
<input type="checkbox"/>	AV	AID TO NAVIGATION VERIFIER	BOAT
<input type="checkbox"/>	AIRCP	AIR CO-PILOT	AIR
<input type="checkbox"/>	AIRCREW	AIR CREW	AIR
<input type="checkbox"/>	AIRFP	AIR FIRST PILOT	AIR
<input type="checkbox"/>	AIROBS	AIR OBSERVER	AIR
<input type="checkbox"/>	AIRAC	AIRCRAFT COMMANDER	AIR
<input type="checkbox"/>	AUXOP	AUXOP	GEN
<input type="checkbox"/>	BBC	BASIC BOATING COURSE	GEN
<input type="checkbox"/>	BCCOX	BOAT CREW COXSWAIN	BOAT
<input type="checkbox"/>	BCCREW	BOAT CREW CREWMEMBER	BOAT
<input type="checkbox"/>	CFVE	COMMERCIAL FISHING VESSEL EXAMINER	GEN
<input type="checkbox"/>	INSP	COMPLETED PILOT INSPECTION	AIR
<input type="checkbox"/>	TYPEATP	FAA AIR TRANSPORT PILOT	AIR
<input type="checkbox"/>	TYPECOMM	FAA COMMERCIAL PILOT	AIR

Return to Menu

Figure 10-4 Competencies Selection Screen

Step 3: Select the check boxes for the competencies you wish to assign tasks.

The competencies are checked.

Step 4: Click the **Assignments** tab.

The Assignments Selection screen appears, similar to the following:

[illegible]

Figure 10-5 Assignments Selection Screen

Step 5: Click the Available Tasks you wish to assign. Click .

The selected tasks are moved from the Available Tasks to the Assigned Tasks.

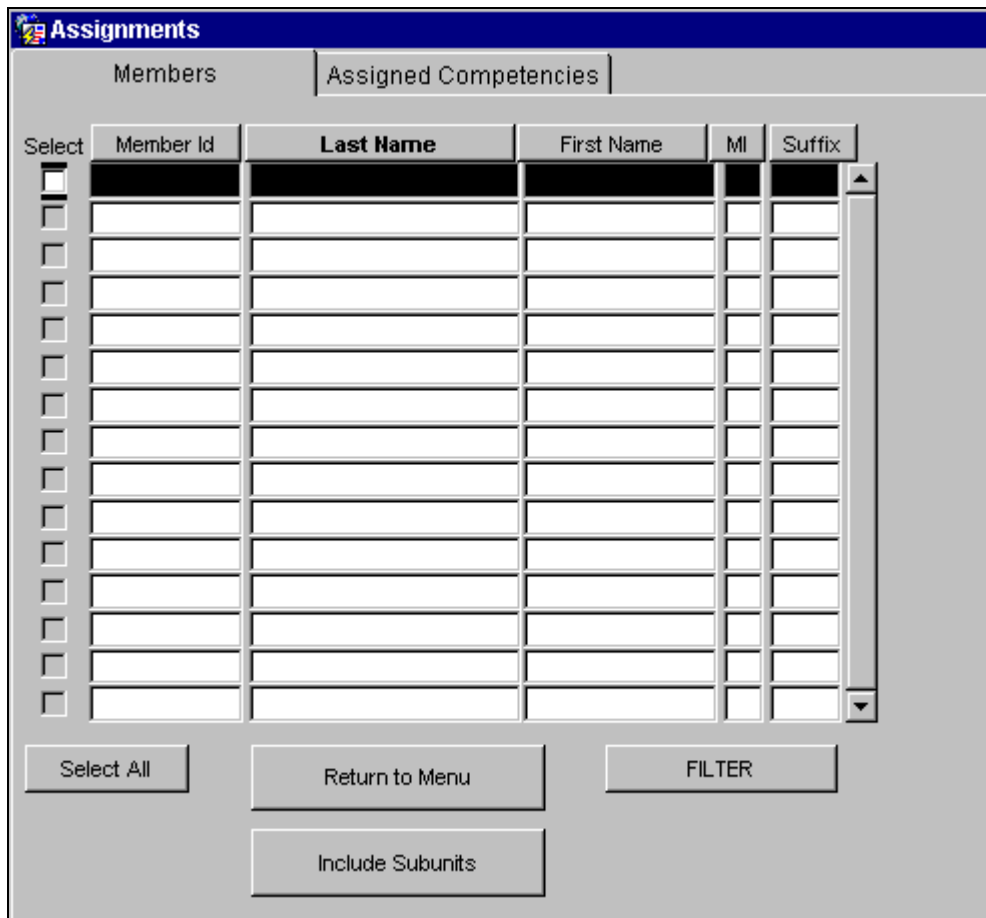
10.2.3 Assign Competencies to People

Perform the following steps to assign competencies to people:

Step 1: From the TMT Main Menu, click the **Assignments** button.

Step 2: Click the  button.

The Members Selection screen appears, similar to the following:



The screenshot shows the 'Assignments' window with the 'Members' tab selected. It contains a table with columns for 'Select', 'Member Id', 'Last Name', 'First Name', 'MI', and 'Suffix'. There are 15 rows in the table, each with a checkbox in the 'Select' column. Below the table are four buttons: 'Select All', 'Return to Menu', 'FILTER', and 'Include Subunits'.

Select	Member Id	Last Name	First Name	MI	Suffix
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					

Figure 10-6 Members Selection Screen

Step 3: Select the check boxes for the members you wish to assign competencies. If needed, use the **Filter** feature to shorten the list of members displayed.

The members are checked.

Step 4: Click the **Assigned Competencies** tab.

The Assigned Competencies screen appears, similar to the following:

Figure 10-7 Assigned Competencies Screen

Step 5: Select the member(s) desired.

The member selected is highlighted.

Step 6: Under Available Competencies, select the competencies you wish to assign.

The Available Competencies are highlighted.

Step 7: Click .

The selected competencies are moved from the Available Competencies to the Assigned Competencies, and are assigned to the selected members.

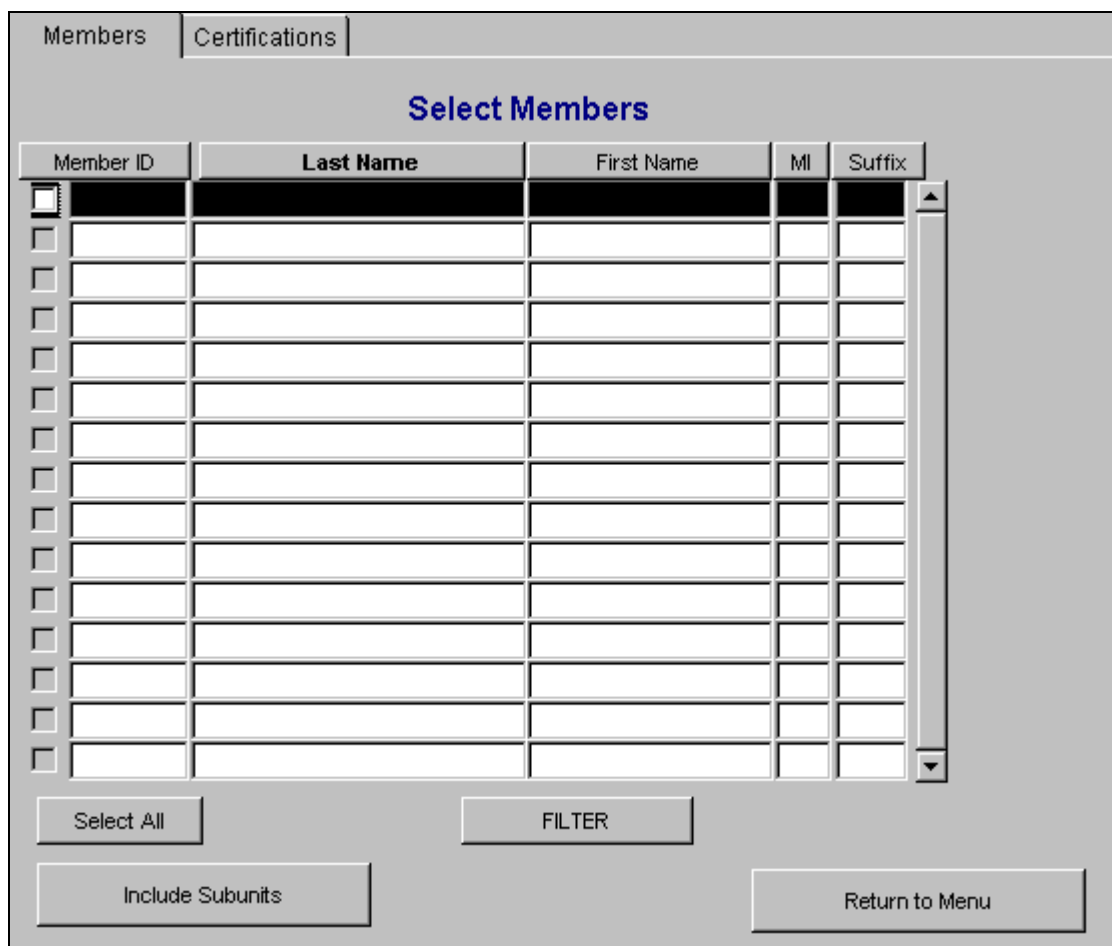
10.3 Certifications

The **Certifications** button allows you to view individual certifications for your units' and subordinate units' crewmembers. Perform the following steps to view certifications:

Step 1: From the TMT Main Menu, click the **Assignments** button.

Step 2: Click the  button.

The Members Selection screen appears, similar to the following:



The screenshot shows the 'Members Selection' screen. At the top, there are two tabs: 'Members' and 'Certifications', with 'Members' currently selected. Below the tabs is a title 'Select Members' in blue. The main area contains a table with five columns: 'Member ID', 'Last Name', 'First Name', 'MI', and 'Suffix'. The first row is highlighted in black. Below the table are four buttons: 'Select All', 'FILTER', 'Include Subunits', and 'Return to Menu'.

Member ID	Last Name	First Name	MI	Suffix
<input checked="" type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				

Select All FILTER Include Subunits Return to Menu

Figure 10-8 Members Selection Screen

Step 3: Select the check boxes for the members whose certification you wish to view. If needed, use the **Filter** feature to shorten the list of crewmembers displayed.

The member selected is highlighted.

Step 4: Click the **Certifications** tab.

The Certifications screen appears, similar to the following:

The screenshot shows a software interface with two tabs at the top: "Members" and "Certifications". The "Certifications" tab is active. Below the tabs, there is a section titled "Selected Members" containing a table with columns: Member Id, Last Name, First Name, MI, Suffix, and Unit Number. Below this, there are two main sections. The left section is titled "All Uncertified Assigned Competencies" and contains a table with columns: Reason, Short Title, and Description. The right section is titled "Certifications" and contains a table with columns: Description and Cert Date. Between these two tables are two buttons: ">" and "<". At the bottom center of the screen is a button labeled "Return to Menu".

Figure 10-9 Certifications Screen

Step 5: Select the member desired.


The member selected is highlighted.

Step 6: Click the Uncertified Assigned Competencies desired.

The selected Uncertified Assigned Competencies are highlighted.

Step 7: Click .

The selected competencies are moved from the All Uncertified Assigned Competencies to Certifications.

Step 8: Click the Calendar button (). Select the date and click **OK**.

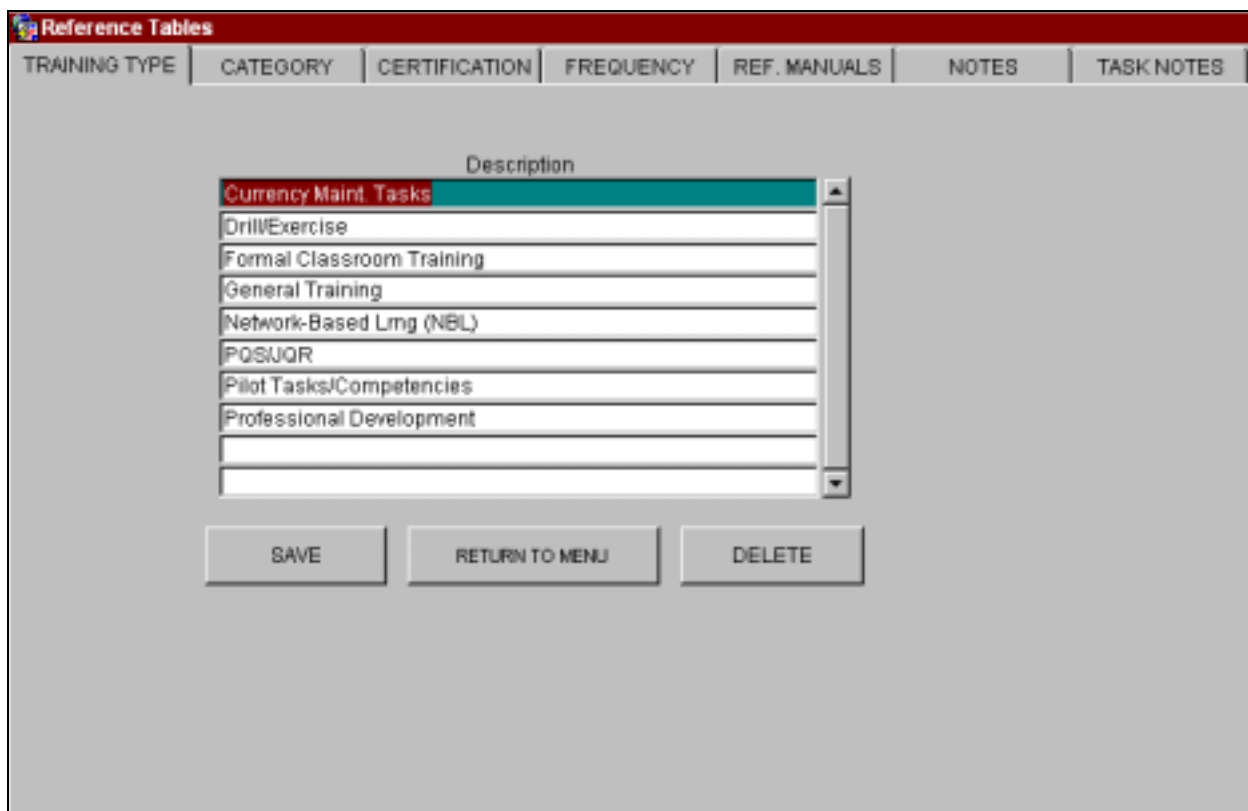
The Certification Date is entered and saved.

10.4 Reference Tables

The **Reference Tables** button allows you to insert and delete the following: training type, category, certification, frequency, reference manuals, notes, and task notes for reference. This section provides instructions for performing these tasks. Perform the following step to access the Reference Tables feature:

Step 1: From the TMT Main Menu click the  button.

The Reference Tables screen appears, similar to the following:



The screenshot shows the 'Reference Tables' application window. It has a red title bar with the text 'Reference Tables'. Below the title bar is a menu bar with seven tabs: 'TRAINING TYPE', 'CATEGORY', 'CERTIFICATION', 'FREQUENCY', 'REF. MANUALS', 'NOTES', and 'TASK NOTES'. The 'TRAINING TYPE' tab is currently selected. The main area of the window contains a list box titled 'Description'. The list box has a scroll bar on the right and contains the following items: 'Currency Maint. Tasks' (highlighted in red), 'Drill/Exercise', 'Formal Classroom Training', 'General Training', 'Network-Based Lrng (NBL)', 'PQS/JQR', 'Pilot Tasks/Competencies', and 'Professional Development'. Below the list box are three buttons: 'SAVE', 'RETURN TO MENU', and 'DELETE'.

Figure 10-10 Reference Tables Screen

10.4.1 Training Type

Perform the following steps to insert and delete training type descriptions:

Step 1: From the TMT Main Menu, click the  button.

Step 2: Select the next available text box on the Training Type screen. Enter the information for the new training type description. Click **Save**.

The new Training Type is entered and saved.

Step 3: Select the Training Type description to be deleted. Click **Delete**.

The Training Type description is deleted.

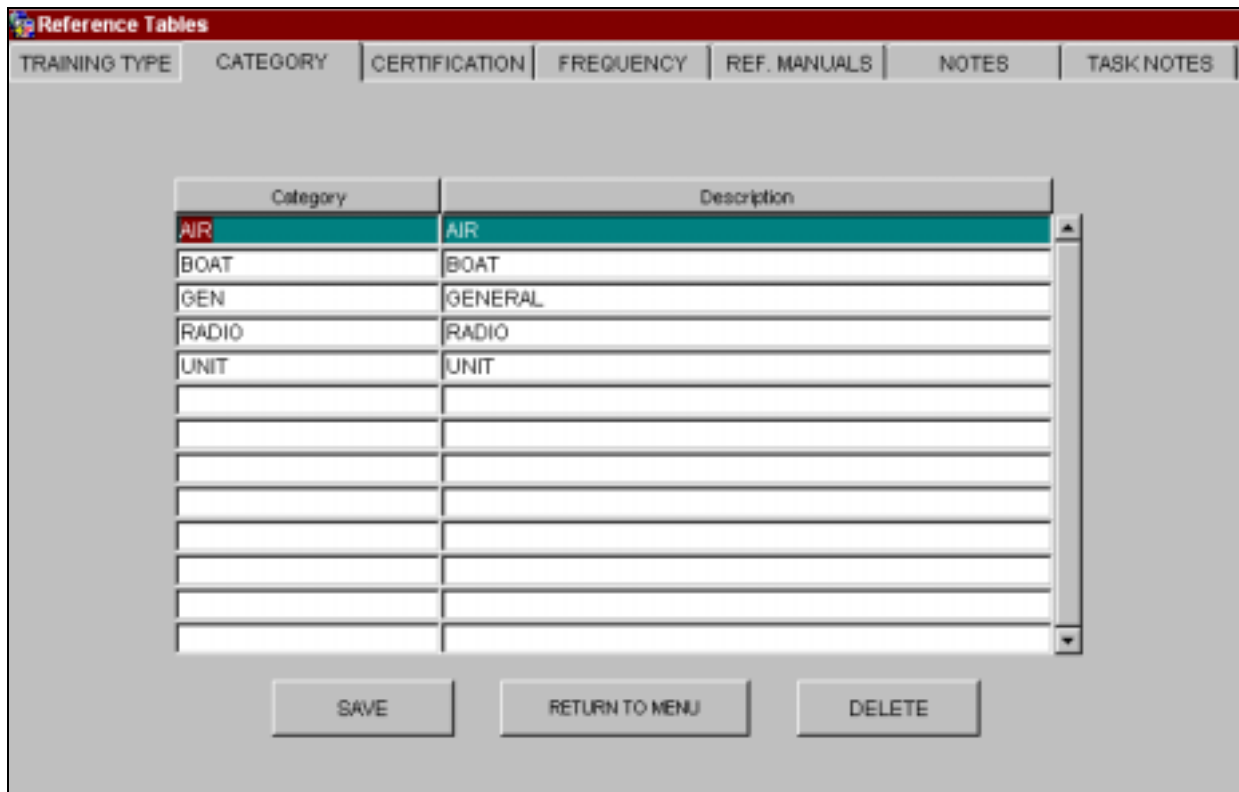
10.4.2 Category

Perform the following steps to insert and delete categories:

Step 1: From the TMT Main Menu, click the  button.

Step 2: Click the **Category** tab.

The Category screen appears, similar to the following:



Category	Description
AIR	AIR
BOAT	BOAT
GEN	GENERAL
RADIO	RADIO
UNIT	UNIT

SAVE RETURN TO MENU DELETE

Figure 10-11 Category Screen

NOTE: If you wish to delete a category, skip to Step 4.

Step 3: Select the next available text box on the Category screen. Enter the information for the new category and description. Click **Save**.

The new Category is entered and saved.

Step 4: Select the Category to be deleted. Click **Delete**.

The Category is deleted.

10.4.3 Certification

Perform the following steps to insert and delete certifications:

Step 1: From the TMT Main Menu, click the  button.

Step 2: Click the **Certification** tab.

The Certification screen appears, similar to the following:

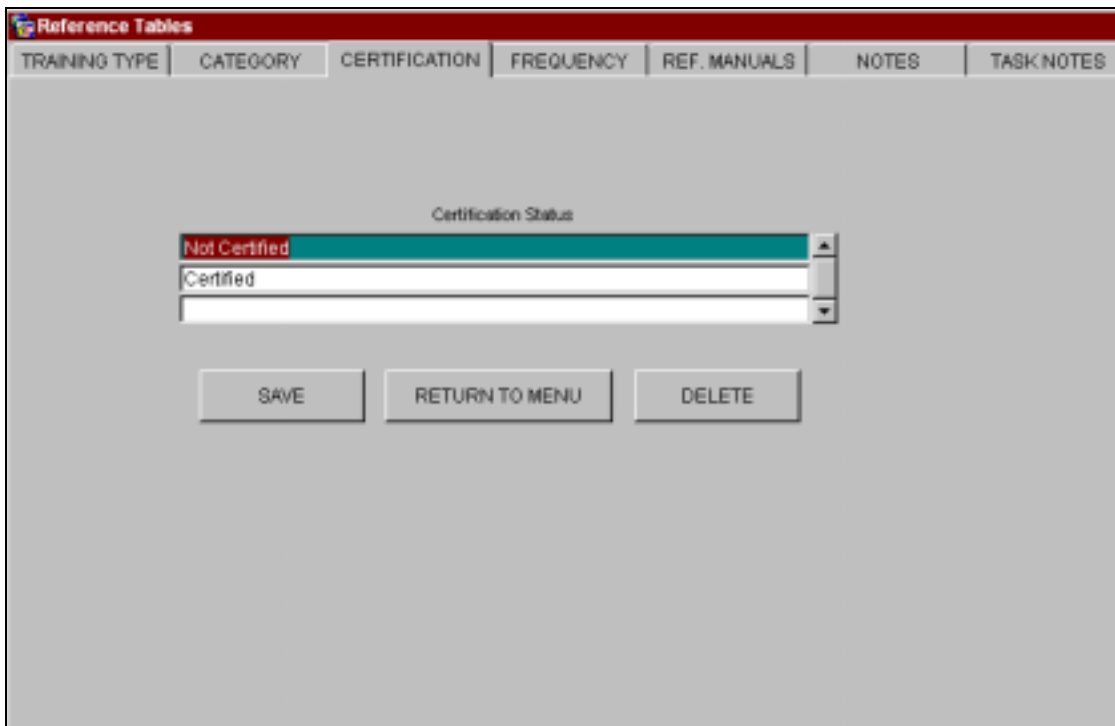


Figure 10-12 Certification Screen

NOTE: If you wish to delete a category, skip to Step 4.

Step 3: Select the next available text box on the Certification screen. Enter the information for the new Certification Status. Click **Save**.

The Certification Status is entered and saved.

Step 4: Click the Certification Status to be deleted. Click **Delete**.

The Certification Status is deleted.

10.4.4 Frequency

Perform the following steps to insert and delete frequencies:

Step 1: From the TMT Main Menu, click the **REFERENCE TABLES** button.

Step 2: Click the **Frequency** tab.

The Frequency screen appears, similar to the following:

Months	Description
5	Bi-Weekly (Once every two weeks)
1	Monthly
2	Bi-Monthly (Once every two months)
3	Quarterly
6	Semiannual
12	Annual
24	Biennial
36	Triennial
60	Five Years
120	Ten Years
180	Fifteen Years
240	Twenty Years
300	Twenty-Five Years
9999	Permanent

SAVE RETURN TO MENU DELETE

Figure 10-13 Frequency Screen

NOTE: If you wish to delete a category, skip to Step 4.

Step 3: Select the next available text box on the Frequency screen. Enter the information for the month and description. Click **Save**.

The Frequency is entered and saved.

Step 4: Select the Frequency to be deleted. Click **Delete**.

The Frequency is deleted.

10.4.5 Ref. Manuals

Perform the following steps to insert and delete reference manuals:

Step 1: From the TMT Main Menu, click the **REFERENCE TABLES** button.

Step 2: Click the **Ref. Manuals** tab.

The Ref. Manuals screen appears, similar to the following:

The screenshot shows the 'Reference Tables' application window. At the top, there is a blue header bar with the title 'Reference Tables'. Below the header is a tabbed interface with seven tabs: 'TRAINING TYPE', 'CATEGORY', 'CERTIFICATION', 'FREQUENCY', 'REF. MANUALS' (which is currently selected), 'NOTES', and 'TASK NOTES'. The main area of the window displays a table with three columns: 'Description', 'Reference', and 'Manual Type'. The table contains several rows of data, including 'AIDS TO NAVIGATION MANUAL - POSITIONING', 'AUXILIARY BOAT CREW QUALIFICATION GUIDE, VOL. I, CREWMEN', 'AUXILIARY BOAT CREW QUALIFICATION GUIDE, VOL. II, CONSWA', 'AUXILIARY BOAT CREW QUALIFICATION GUIDE, VOL. III, PWC OP', 'AUXILIARY MANUAL', 'AUXILIARY MARINE DEALER VISITOR (MDV) MANUAL', 'AUXILIARY OPERATIONS POLICY MANUAL', 'AUXILIARY VESSEL EXAMINER MANUAL', 'CG AUXILIARY AIR OPERATIONS TRAINING TEXT', and 'USCG AUXILIARY'. Each row has a corresponding reference number and a dropdown menu for 'Manual Type'. At the bottom of the window, there are three buttons: 'SAVE', 'RETURN TO MENU', and 'DELETE'.

Description	Reference	Manual Type
AIDS TO NAVIGATION MANUAL - POSITIONING	COMDTINST M16500.1C	Reference
AUXILIARY BOAT CREW QUALIFICATION GUIDE, VOL. I, CREWMEN	COMDTINST M16794.52	Reference
AUXILIARY BOAT CREW QUALIFICATION GUIDE, VOL. II, CONSWA	COMDTINST M16794.53	Reference
AUXILIARY BOAT CREW QUALIFICATION GUIDE, VOL. III, PWC OP	COMDTINST M16794.54	Reference
AUXILIARY MANUAL	COMDTINST M16790.1E	Reference
AUXILIARY MARINE DEALER VISITOR (MDV) MANUAL	COMDTINST M16796.3B	Reference
AUXILIARY OPERATIONS POLICY MANUAL	COMDTINST M16798.3D	Reference
AUXILIARY VESSEL EXAMINER MANUAL	COMDTINST M16796.2E	Reference
CG AUXILIARY AIR OPERATIONS TRAINING TEXT	COMDTINST M16798.5B	Reference
USCG AUXILIARY	USCG AUXILIARY	Reference
	COMDTINST M16796.2	Reference

Figure 10-14 Ref. Manuals Screen

NOTE: If you wish to delete a category, skip to Step 4.

Step 3: Select the reference to be modified. Enter the information for the Manual Type. Click **Save**.

The Manual Type is entered and saved.

Step 4: Select the Manual to be deleted. Click **Delete**.

The Manual is deleted.

10.4.6 Notes

Currently the Notes are not being used by AUXDATA.

Step 1: From the TMT Main Menu, click the **REFERENCE TABLES** button.

Step 2: Click the **Notes** tab.

The Notes screen appears, similar to the following:

TRAINING TYPE	CATEGORY	CERTIFICATION	FREQUENCY	REF. MANUALS	NOTES	TASK NOTES
Reference Manual: <input type="text"/> <input type="button" value="SEARCH BY REFERENCE MANUAL"/>						
Note	Reference Id					

Figure 10-15 Notes Screen

Currently the Task Notes are not being used by AUXDATA.

REFERENCE TABLES

The Task Notes screen appears, similar to the following:

[illegible]

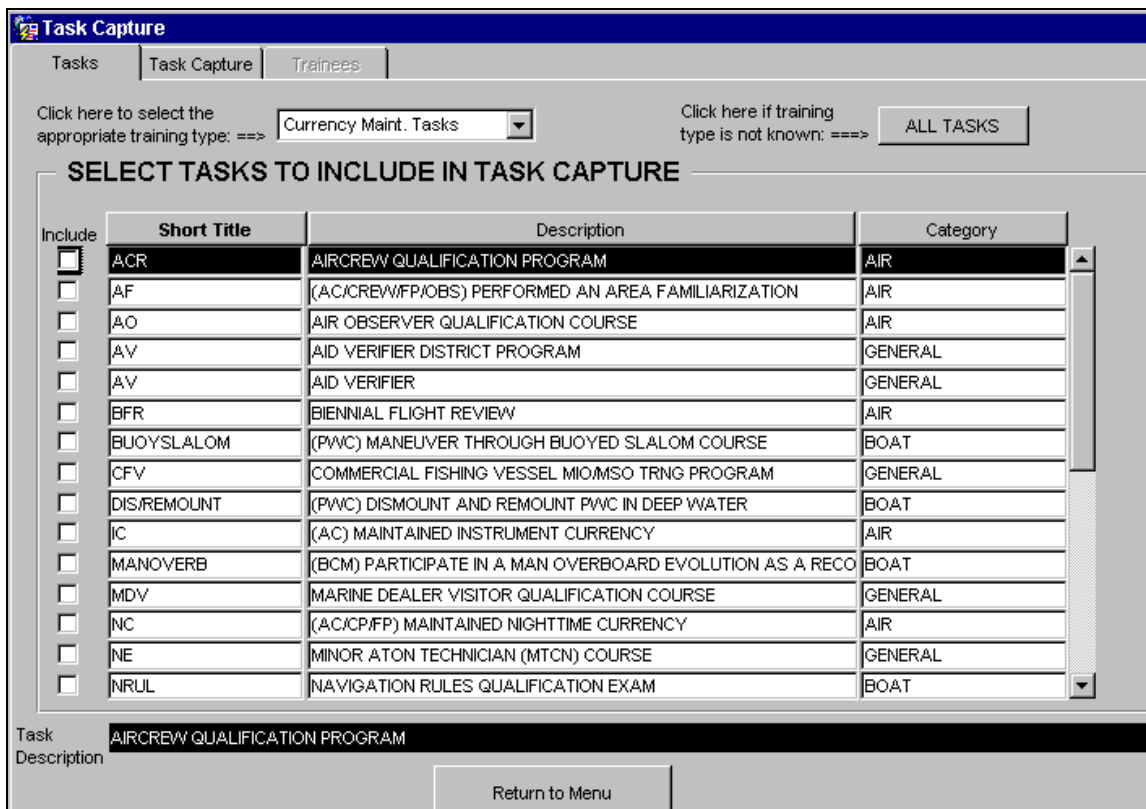
Figure 10-16 Task Notes Screen

10.5 Task Capture

The **Task Capture** button allows you to capture tasks and include eligible participants. This section provides instructions for performing these functions. Perform the following step to access Task Capture:

Step 1: From the TMT Main Menu, click the  button.

The Tasks Screen appears, similar to the following:



Include	Short Title	Description	Category
<input type="checkbox"/>	ACR	AIRCREW QUALIFICATION PROGRAM	AIR
<input type="checkbox"/>	AF	(AC/CREW/FP/OBS) PERFORMED AN AREA FAMILIARIZATION	AIR
<input type="checkbox"/>	AO	AIR OBSERVER QUALIFICATION COURSE	AIR
<input type="checkbox"/>	AV	AID VERIFIER DISTRICT PROGRAM	GENERAL
<input type="checkbox"/>	AV	AID VERIFIER	GENERAL
<input type="checkbox"/>	BFR	BIENNIAL FLIGHT REVIEW	AIR
<input type="checkbox"/>	BUOYSLALOM	(PWC) MANEUVER THROUGH BUOYED SLALOM COURSE	BOAT
<input type="checkbox"/>	CFV	COMMERCIAL FISHING VESSEL MIOMSO TRNG PROGRAM	GENERAL
<input type="checkbox"/>	DIS/REMOUNT	(PWC) DISMOUNT AND REMOUNT PWC IN DEEP WATER	BOAT
<input type="checkbox"/>	IC	(AC) MAINTAINED INSTRUMENT CURRENCY	AIR
<input type="checkbox"/>	MANOVERB	(BCM) PARTICIPATE IN A MAN OVERBOARD EVOLUTION AS A RECO	BOAT
<input type="checkbox"/>	MDV	MARINE DEALER VISITOR QUALIFICATION COURSE	GENERAL
<input type="checkbox"/>	NC	(AC/CP/FP) MAINTAINED NIGHTTIME CURRENCY	AIR
<input type="checkbox"/>	NE	MINOR ATON TECHNICIAN (MTCN) COURSE	GENERAL
<input type="checkbox"/>	NRUL	NAVIGATION RULES QUALIFICATION EXAM	BOAT

Task Description: AIRCREW QUALIFICATION PROGRAM

Return to Menu

Figure 10-17 Tasks Screen

10.5.1 Tasks

Perform the following step to select the tasks to include in the task capture:

Step 1: Select the check boxes for the tasks you wish to capture.

The tasks are checked.

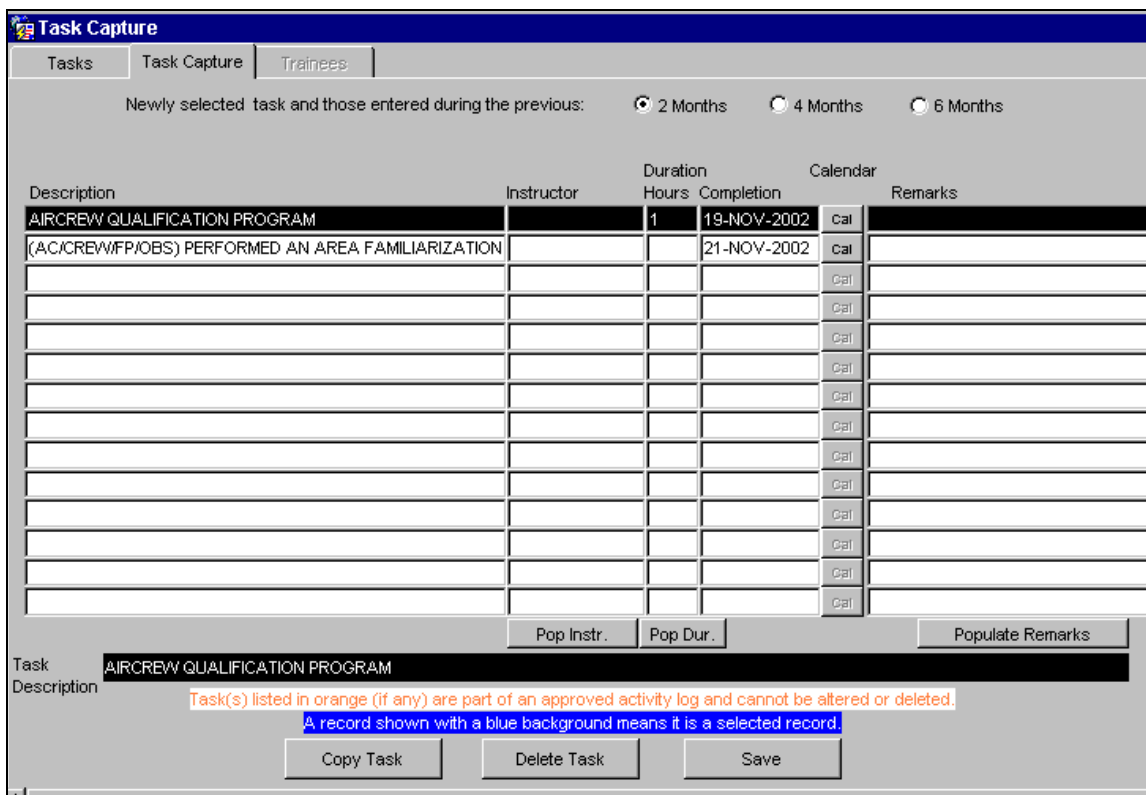
10.5.2 Task Capture

The Task Capture screen allows you to view the task captured in the following time periods: 7 days, 30 days, 90 days, 180 days, and 1 year. Perform the following steps to select the tasks to include in the task capture:

Step 1: From the TMT Main Menu, click the  button.

Step 2: Click the **Task Capture** tab.

The Task Capture screen appears, similar to the following:



Description	Instructor	Duration Hours	Completion	Calendar	Remarks
AIRCREW QUALIFICATION PROGRAM		1	19-NOV-2002	Cal	
(AC/CREW/FP/OBS) PERFORMED AN AREA FAMILIARIZATION			21-NOV-2002	Cal	
				Cal	
				Cal	
				Cal	
				Cal	
				Cal	
				Cal	
				Cal	
				Cal	
				Cal	
				Cal	
				Cal	
				Cal	
				Cal	
				Cal	

Task Description: AIRCREW QUALIFICATION PROGRAM

Task(s) listed in orange (if any) are part of an approved activity log and cannot be altered or deleted.
A record shown with a blue background means it is a selected record.

Copy Task Delete Task Save


Figure 10-18 Task Capture Screen

Step 3: Select description desired.

The description is highlighted.

Step 4: Enter the necessary information by pressing the **TAB** key after each entry or using the list boxes when available. Click **Save**.

The information is entered and saved.

Step 5: If you wish to copy a task, click the  button.

The Task highlighted is copied to the next available text box.

Step 6: If you wish to delete a task, click the  button.

The Task highlighted is deleted.

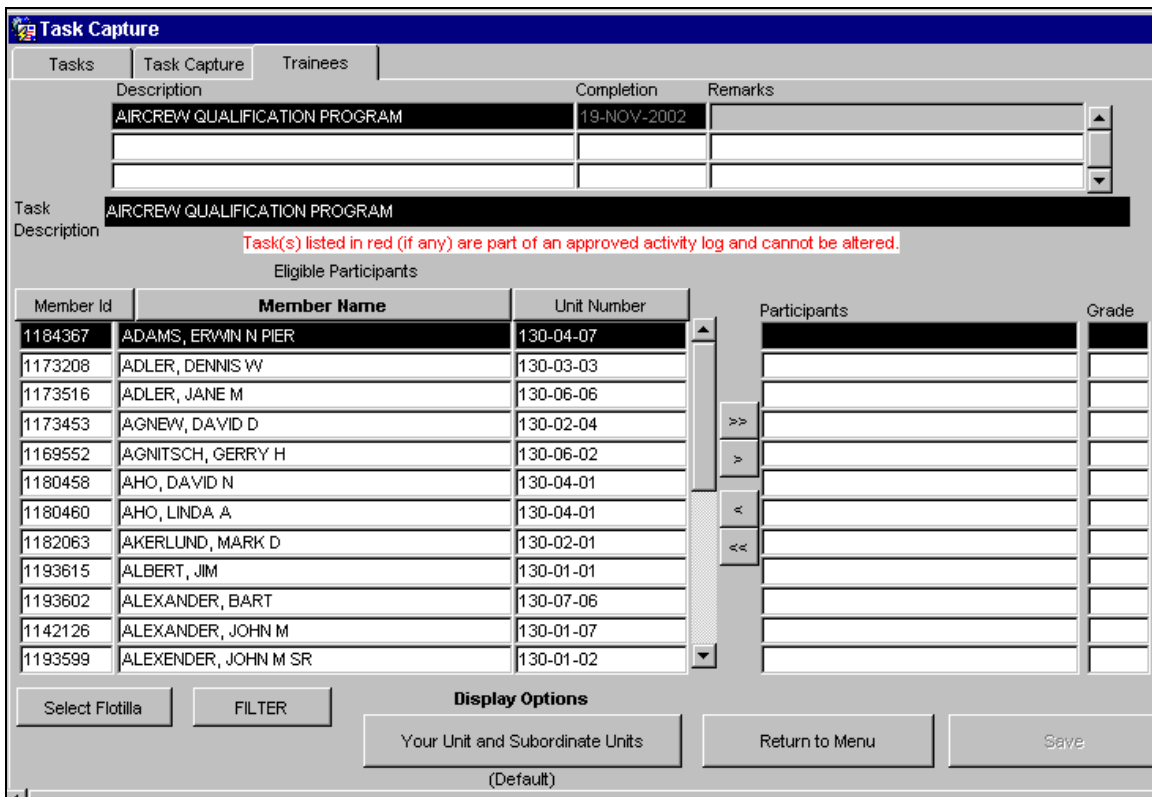
10.5.3 Trainees

The Trainees screen allows you to move Eligible to Participate members to Participants (in your unit and subordinate units) in the tasks that are captured. Perform the following steps to select the participants to include in the tasks capture:

Step 1: From the TMT Main Menu, click the  button.

Step 2: Click the **Trainees** tab.

The Trainees screen appears, similar to the following:



Description	Completion	Remarks
AIRCREW QUALIFICATION PROGRAM	19-NOV-2002	

Task Description: AIRCREW QUALIFICATION PROGRAM

Task(s) listed in red (if any) are part of an approved activity log and cannot be altered.

Member Id	Member Name	Unit Number
1184367	ADAMS, ERWIN N PIER	130-04-07
1173208	ADLER, DENNIS W	130-03-03
1173516	ADLER, JANE M	130-06-06
1173453	AGNEW, DAVID D	130-02-04
1169552	AGNITSCH, GERRY H	130-06-02
1180458	AHO, DAVID N	130-04-01
1180460	AHO, LINDA A	130-04-01
1182063	AKERLUND, MARK D	130-02-01
1193615	ALBERT, JIM	130-01-01
1193602	ALEXANDER, BART	130-07-06
1142126	ALEXANDER, JOHN M	130-01-07
1193599	ALEXANDER, JOHN M SR	130-01-02



Participants	Grade

Select Flotilla FILTER Display Options Your Unit and Subordinate Units Return to Menu Save

(Default)

Figure 10-19 Trainees Screen

Step 3: Select the description of the task desired.

Step 4: Click  to include all of the members as participants. If not all members participated, select the desired members and then click . If needed, use the **Filter** feature to shorten the list of members displayed.

*The member is highlighted and moved from **Eligible Participants** to **Participants**.*

10.6 Task Maintenance

The **Task Maintenance** button allows you to insert, update, and delete active and inactive tasks for your unit and/or subordinate units and return to the TMT Main Menu. Perform the following steps to access the task maintenance feature:

Step 1: From the TMT Main Menu, click the **TASK CAPTURE** button.

Step 2: Click the **TASK Maintenance** button.

The Task Maintenance screen appears, similar to the following:

The screenshot shows the 'Task Maintenance' window. At the top, there are radio buttons for 'ACTIVE' (selected) and 'INACTIVE'. Below this is a table with two columns: 'Short Title' and 'Description'. The table lists several tasks, with the first one highlighted in green. Below the table is a form with fields for 'Reference', 'Category', 'Training Time (mins)', 'Training Type', 'Frequency', and 'NumReq'. The 'Remarks' field is also present. At the bottom, there are three buttons: 'ENTER NEW TASK', 'RETURN TO MENU', and 'UPDATE/DELETE'.

Short Title	Description
WKSHIP	(AC) ANNUAL WORKSHOP WITH CRM
IC	(AC) MAINTAINED INSTRUMENT CURRENCY
SWIM	(AC) SWIM EGRESS TRAINING, HIGH AND LOW WING
NC	(AC/CP/FP) MAINTAINED NIGHTTIME CURRENCY
AF	(AC/CREW/FP/OBS) PERFORMED AN AREA FAMILIARIZATION
SAR	(AC/FP) PERFORMED SAR PROCEDURES FLIGHT CHECK
PUWCHKAST	(BCM) ASSIST COXSWAIN WITH A PRE-UNDERWAY CHECK-OFF
MANOVERB	(BCM) PARTICIPATE IN A MAN OVERBOARD EVOLUTION AS A RECOV
TOWPASS	(BCM) PASS A TOWLINE TO ANOTHER BOAT
QEAPP	(BCM/COX) QE APPROVAL

Reference	Category	Training Time (mins)	Training Type	Frequency	NumReq
USCG AUXILIARY	AIR	0	Currency Maint. Tasks	Annual	1

Remarks: N/A

ENTER NEW TASK RETURN TO MENU UPDATE/DELETE


Figure 10-20 Task Maintenance Screen

Step 3: Proceed to the following sections for instructions on performing the various duties in Task Maintenance.

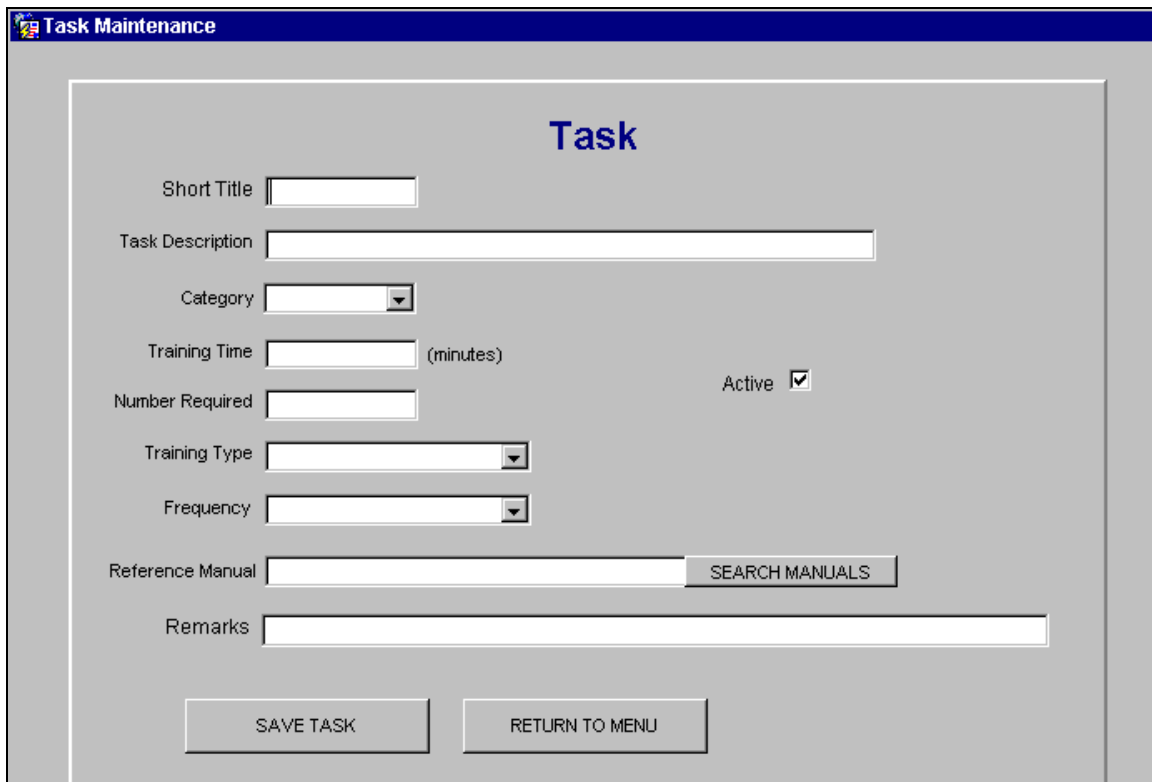
10.6.1 Enter a New Task

Perform the following steps to enter a new task:

Step 1: From the TMT Main Menu, click the  button.

Step 2: Click the  button.

The Task screen appears, similar to the following:



The screenshot shows a window titled "Task Maintenance" with a "Task" sub-header. The form contains the following fields and controls:

- Short Title:
- Task Description:
- Category: (dropdown arrow)
- Training Time: (minutes)
- Number Required:
- Training Type: (dropdown arrow)
- Frequency: (dropdown arrow)
- Reference Manual:
- Remarks:
- Active: ☒
- SAVE TASK:
- RETURN TO MENU:

Figure 10-21 Task Screen


Step 3: Enter the required information by using the list boxes when available. Press the **TAB** key after each entry. Click **Save Task**.

The Task Maintenance screen appears and the task is entered and saved.


10.6.2 Update a Task

Perform the following steps to update a task:

Step 1: From the TMT Main Menu, click the  button.

Step 2: Select the desired task to be updated. Click the  button.

The Task screen appears with the task information listed.


Step 3: Enter the current information and click the  button.

The Task information is entered and saved. The Task Maintenance screen appears.


10.6.3 Delete a Task

Perform the following steps to delete a task:

Step 1: From the TMT Main Menu, click the  button.

Step 2: Select the desired task to be deleted. Click the  button.

The Task screen appears with the task information listed.

Step 3: Enter the current information and click the  button.

The Task information is deleted and the Task Maintenance screen appears.

10.7 Competency Maintenance

The **Competency Maintenance** button allows you to insert, update, and delete active and inactive competencies for your unit and/or subordinate units and return to the TMT Main Menu. Perform the following step:

Step 1: From the TMT Main Menu, click the **COMPETENCY Maintenance** button.

The Competency Maintenance screen appears, similar to the following:

Short Title	Description
AIRAC	AIRCRAFT COMMANDER
AIRCP	AIR CO-PILOT
AIRCREW	AIR CREW
AIRFP	AIR FIRST PILOT
AIROBS	AIR OBSERVER
AIROPS(WK-0)	AIR OPERATIONS WORKSHOP
APC	ADMINISTRATIVE PROCEDURES (APC)
ATO(WK-14)	ATON / AV WORKSHOP
AUXOP	AUXOP
AV	AID TO NAVIGATION VERIFIER

Reference: CG AUXILIARY AIR OPERATION: Category: AIR Training Type: Currency Maint. Tasks

Remarks: N/A


ENTER NEW COMPETENCY RETURN TO MENU UPDATE/DELETE

Figure 10-22 Competency Maintenance Screen

Step 2: Proceed to the following sections for instructions on performing the various duties in Competency Task Maintenance.

10.7.1 Enter a New Competency

Perform the following steps to enter a new competency:

Step 1: From the TMT Main Menu, click the  button.

The Competency Maintenance screen appears.

Step 2: Click the  button.

The Competency screen appears, similar to the following:

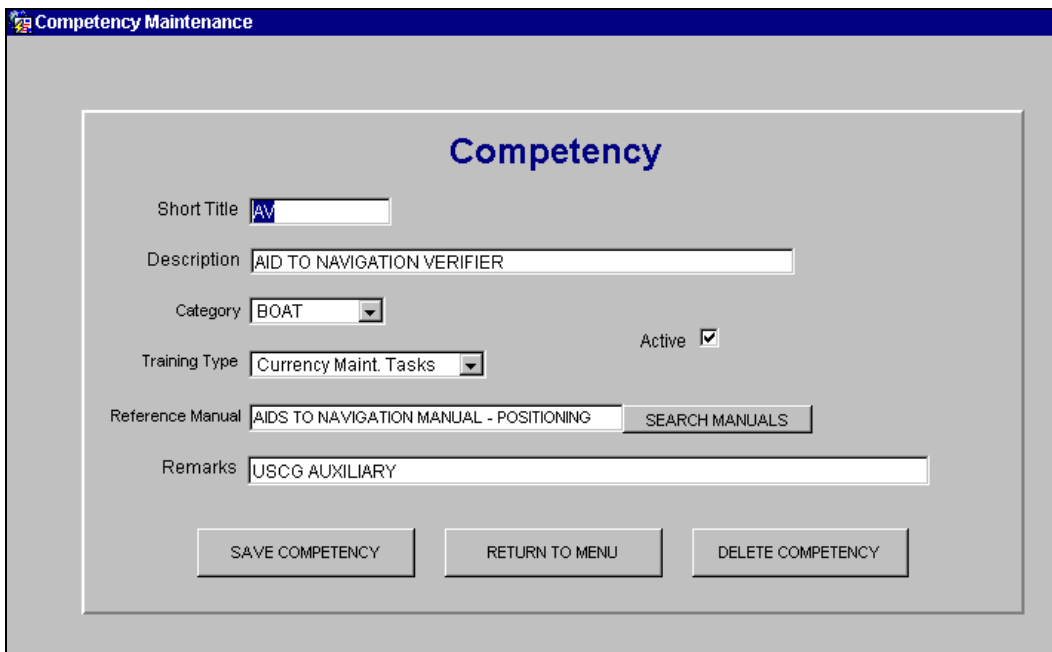



Figure 10-23 Competency Screen

Step 3: Enter the required information by using the list boxes when available. Press the **TAB** key after each entry to move to the next text box. Click **Save Task**.

The Competency Maintenance screen appears and the competency is entered and saved.

10.7.2 Update a Competency

Perform the following steps to update a competency:

Step 1: From the TMT Main Menu, click the  button.

The Competency Maintenance screen appears.

Step 2: Select the desired competency to be updated. Click the  button.

The Competency screen appears with the competency information listed.

Step 3: Enter the current information and click the  button.

The Competency information is entered and saved. The Competency Maintenance screen appears.

10.7.3 Delete a Competency

Perform the following steps to delete a competency:

Step 1: From the TMT Main Menu, click the  button.

The Competency Maintenance screen appears.

Step 2: Select the desired competency to be deleted. Click the  button.

The Competency screen appears with the task information listed.

Step 3: Enter the current information and click the  button.

The Competency information is deleted and the Competency Maintenance screen appears.

10.8 Reports

The **Reports** button takes you to the TMT Report menu, where you can run reports on either individuals and/or units for the following: Training Status, Training Record, and Certifications. Perform the following step to access the TMT Reports menu:

Step 1: From the TMT Main Menu, click the  button.

A Reports menu appears:

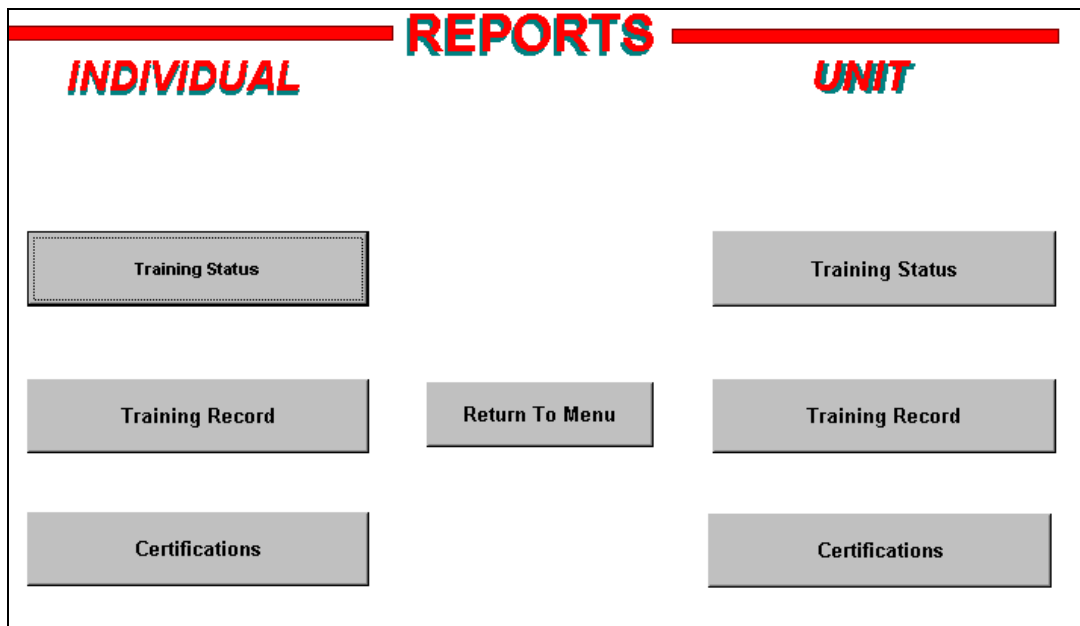


Figure 10-24 Reports Menu

10.8.1 Individual Training Status Report

Run an Individual Training Status report to retrieve an individual's training status. Perform the following steps to run this report:

Step 1: From the TMT Main Menu, click the  button.

The Reports menu appears.

Training Status

Step 2: Click the button under Individual.

The Individual Training Status parameter screen appears:

Reports

Individual Training Status
Enter Report Criteria

Name: Search By Emp ID Search By Name

Date in Cycle: 04-DEC-2002 Calendar

Report Format PDF

SUBMIT

RETURN TO REPORT MENU

Figure 10-25 Individual Training Status Parameter Screen

Step 3: Use either the **Search By Emp ID** or the **Search By Name** button to enter the individual's name in the **Name** field. These buttons activate a list of values dialog box from which the individual's name is selected.


The name appears in the text box.

Step 4: Use the button to define the Date in Cycle for the report.

Step 5: Click the **Submit** button.

The Training Status Individual report appears similar to the following:

Training Status Individual Report



**UNITED STATES
COAST GUARD
AUXILIARY**


130-01-01 BELLINGHAM
1169794 ALBERT, MAGGIE M
Date in Cycle 14 JAN 2003

Member 1169794 130-01-01 ALBERT, MAGGIE M		Competency AID TO NAVIGATION VERIFIER			
Task	Current #	Complete #	Req'd	Cycle	Due Date
AID VERIFIER DISTRICT PROGRAM	Y	1	1	P	Permanent

Member 1169794 130-01-01 ALBERT, MAGGIE M		Competency BOAT CREW CREWMEMBER			
Task	Current #	Complete #	Req'd	Cycle	Due Date
(BCM) ASSIST PRE-UNDERWAY CHECK-OFF	Y	1	1	A(C)	31-DEC-2003
(BCM) MAN OVERBOARD EVOLUTION AS A RECOVERY/PICKUP PERSON	Y	1	1	A(C)	31-DEC-2003
(BCM) QE APPROVAL	Y	1	1	5-A(S)	15-DEC-2004
(BCM) SIDE TOW EVOLUTION-DIRECT/ASSIST	Y	1	1	A(C)	31-DEC-2003
(BCM) STERN TOW EVOLUTION-DIRECT/ASSIST	Y	1	1	A(C)	31-DEC-2003
U/W HOURS	N	0	8	A(C)	31-DEC-2003

Figure 10-26 Training Status Individual Report Screen

NOTE: This report lists tasks by competency, and a color-coding scheme is used to indicate the status of all listed tasks. Green text indicates the task's requirements have been completed for the current cycle. Black text indicates the task's requirements have been completed for the previous cycle, but the requirements for the current cycle are not yet complete. Red text indicates that the task's requirements have not been completed for either the current or previous cycle. The Cycle field indicates if the currency of a task is based on the January 1 calendar year or based on a sliding scale, which means the due date is based on the date the task was last completed. (C) indicates the currency is based on the calendar years, and (S) indicates the currency is based on a sliding scale.

Step 6: Once you have done what you wish with the report (for example, printing, saving to disk for later use), close the report by clicking the  at the upper right-hand corner of the window.

The window closes and the Individual Training Status Screen appears.

10.8.2 Individual Training Record Report

Run an Individual Training Record report to retrieve an individual's training record within a defined period. Perform the following steps to run this report:

Step 1: From the TMT Main Menu, click the  button.

The Reports menu appears.

Step 2: Click the  button under Individual.

The Individual Training Record Criteria screen appears:




The screenshot shows a web application window titled "Reports". Inside, the heading "Individual Training Record Report Criteria" is displayed in red. Below the heading are several input fields and buttons: a "Name:" field with a search button "Search By Emp ID" and "Search By Name"; a "Begin Date:" field with a "Calendar" button; an "End Date:" field with a "Calendar" button and the date "06-DEC-2002" displayed; a "Report Format:" dropdown menu set to "PDF"; a "SUBMIT" button; and a "RETURN TO REPORT MENU" button.

Figure 10-27 Individual Training Record Criteria Screen

Step 3: User either the **Search By Emp ID** or the **Search By Name** button to enter the individual's name in the **Name** field. These buttons activate a list of values dialog box from which the individual's name is selected.

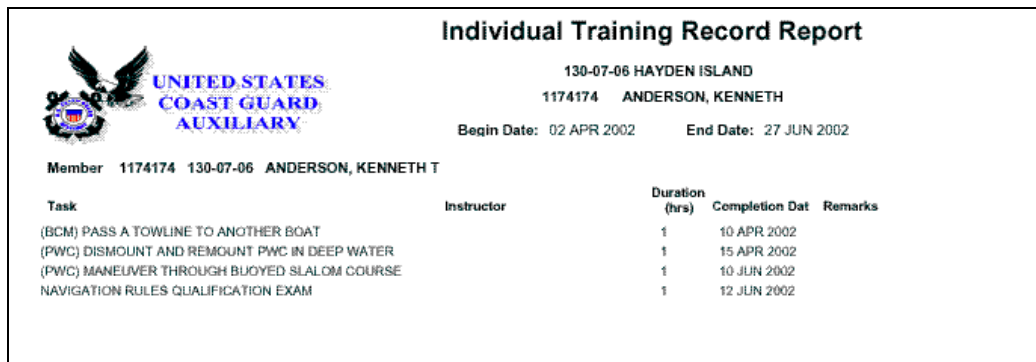
The name appears in the text box.

Step 4: Use the  buttons to define a Begin Date and End Date for the report.

The selected dates appear in the text boxes.

Step 5: Click the **Submit** button.


The Individual Training Record report appears, similar to the following:



The screenshot shows a web application window titled "Individual Training Record Report". It features the United States Coast Guard Auxiliary logo on the left. The report details for member 1174174, ANDERSON, KENNETH T, are shown, including the location 130-07-06 HAYDEN ISLAND and the dates 02 APR 2002 to 27 JUN 2002. A table lists the tasks performed, their durations, and completion dates.

Task	Instructor	Duration (hrs)	Completion Dat	Remarks
(BCM) PASS A TOWLINE TO ANOTHER BOAT		1	10 APR 2002	
(PWC) DISMOUNT AND REMOUNT PWC IN DEEP WATER		1	15 APR 2002	
(PWC) MANEUVER THROUGH BUOYED SLALOM COURSE		1	10 JUN 2002	
NAVIGATION RULES QUALIFICATION EXAM		1	12 JUN 2002	


Figure 10-28 Individual Training Record Report Screen

Step 6: Once you have done what you wish with the report (for example, printing, saving to disk for later use), close the report by clicking the  at the upper right-hand corner of the window.

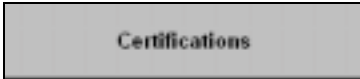
The window closes and the Individual Training Record Criteria screen appears.

10.8.3 Individual Certifications Report

Run an Individual Certifications report to retrieve a list of certified and non-certified competencies associated with an individual. Perform the following steps to run this report:

Step 1: From the TMT Main Menu, click the  button.

The TMT Reports menu appears.

Step 2: Click the  button under Individual.

The Individual Certifications Report Criteria screen appears:

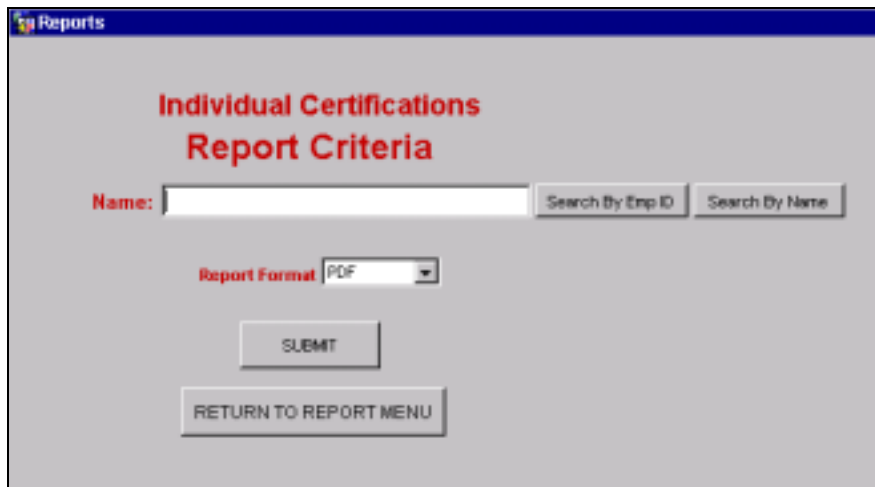

The screenshot shows a web application window titled "Reports". The main heading is "Individual Certifications Report Criteria" in red. Below this, there is a "Name:" label followed by a text input field. To the right of the input field are two buttons: "Search By Emp ID" and "Search By Name". Below the input field is a "Report Format" label followed by a dropdown menu currently set to "PDF". At the bottom of the form are two buttons: "SUBMIT" and "RETURN TO REPORT MENU".

Figure 10-29 Individual Certifications Report Criteria Screen

Step 3: User either the **Search By Emp ID** or the **Search By Name** button to enter the individual's name in the **Name** field. These buttons activate a list of values dialog box from which the individual's name is selected.

Step 4: Click the **Submit** button.

The Individual Certifications report appears, similar to the following:




UNITED STATES
COAST GUARD
AUXILIARY

130-07-06 HAYDEN ISLAND

1174174 ANDERSON, KENNETH T

Competency	Date Qualified	Status	Last Updated
AIR CO-PILOT		Not Qualified	31 MAY 2002
AIR CREW		Not Qualified	31 MAY 2002
AIR FIRST PILOT		Not Qualified	31 MAY 2002
AIRCRAFT COMMANDER		Not Qualified	31 MAY 2002
BOAT CREW COXSWAIN		Not Qualified	31 MAY 2002
BOAT CREW CREWMEMBER		Not Qualified	31 MAY 2002
PERSONAL WATERCRAFT OPERATOR M16794.54		Not Qualified	31 MAY 2002
AID TO NAVIGATION VERIFIER	01 JAN 1996	Qualified	01 JAN 1996
INSTRUCTOR	01 AUG 1973	Qualified	01 AUG 1973

Figure 10-30 Individual Certifications Report

Step 4: Once you have done what you wish with the report (for example, printing, saving to disk for later use), close the report by clicking the  at the upper right-hand corner of the window.

The window closes and the Individual Certification Criteria screen appears.

10.8.4 Unit Training Status Report

Run a Unit Training Status report to retrieve the training status of all individuals at a unit. Subunits may also be included in the report. Perform the following steps to run this report:

Step 1: From the TMT Main Menu, click the  button.

The Reports menu appears.

Training Status

Step 2: Click the button under Unit.

The Unit Training Status Criteria screen appears:



Figure 10-31 Unit Training Report Criteria Screen

Step 3: Click the button and, from the drop down list, select the unit that you wish to run the report on. You also have the option to include all sub units in the report.

The name appears in the text box.

Step 4: Use the Calendar button to define the Date in Cycle for the report.

Step 5: Click the **Submit** button.

The Training Status Unit Report appears, similar to the following:



Training Status Unit Report					
		130-11-04 CANYON			
		Date in Cycle 14 JAN 2003			
Full Name	1172424 ANTRIM, GLEN W	Unit Number 130-11-04			
Competency	ADMINISTRATIVE PROCEDURES (APC)				
Task	Current # Complete	# Req'd	Cycle	Due Date	
ADMINISTRATIVE PROCEDURES (AUXAPC) COURSE	Y	1	1	P	Permanent
Competency	AID TO NAVIGATION VERIFIER				
Task	Current # Complete	# Req'd	Cycle	Due Date	
AID VERIFIER DISTRICT PROGRAM	Y	1	1	P	Permanent
Competency	BOAT CREW COXSWAIN				
Task	Current # Complete	# Req'd	Cycle	Due Date	
(BCM) QE APPROVAL	Y	1	1	5-A(S)	17-JUL-2005
(BCM) SIDE TOW EVOLUTION-DIRECT/ASSIST	Y	1	1	A(C)	31-DEC-2003
(BCM) STERN TOW EVOLUTION-DIRECT/ASSIST	Y	1	1	A(C)	31-DEC-2003
(COX) COMPLETE A PRE-UNDERWAY CHECK-OFF	Y	1	1	A(C)	31-DEC-2003
(COX) RESCUE A PERSON FROM THE WATER USING THE DIRECT PICK-UP METHOD	Y	1	1	A(C)	31-DEC-2003
NAVIGATION RULES EXAM	Y	1	1	5-A(C)	31-DEC-2005
U/W HOURS	N	0	8	A(C)	31-DEC-2003

Figure 10-32 Training Status Unit Report Screen

NOTE: This report lists tasks by competency, and a color-coding scheme is used to indicate the status of all listed tasks. Green text indicates the task's requirements have been completed for the current cycle. Black text indicates the task's requirements have been completed for the previous cycle, but the requirements for the current cycle are not yet complete. Red text indicates that the task's requirements have not been completed for either the current or previous cycle. The Cycle field indicates if the currency of a task is based on the January 1 calendar year or based on a sliding scale, which means the due date is based on the date the task was last completed. (C) indicates the currency is based on the calendar years, and (S) indicates the currency is based on a sliding scale.

Step 6: Once you have done what you wish with the report (for example, printing, saving to disk for later use), close the report by clicking the  at the upper right-hand corner of the window.

The window closes and the Unit Training Status Criteria screen appears.

10.8.5 Unit Training Record Report


Run the Unit Training Report to retrieve training records for individuals in a unit within a defined period. Subunits may also be included in the report. Perform the following steps to run a this report:

Step 1: From the TMT Main Menu, click the  button.

The Reports menu appears.


Step 2: Click the  button under Unit.

The Unit Training Record Report Criteria screen appears:



The screenshot shows a web application window titled "Reports". The main heading is "Unit Training Record Report Criteria" in red. Below the heading is a note: "*For reasonable report length use cycle of no more than 1 month." The form contains the following elements: a label "Select Unit(s) to view in report:" followed by a dropdown menu; a "Begin Date:" label with a text input field and a "Calendar" button; an "End Date:" label with a text input field containing "17-JUL-2002" and a "Calendar" button; a "Report Format" label with a dropdown menu showing "PDF"; a "SUBMIT" button; and a "RETURN TO REPORT MENU" button.

Figure 10-33 Unit Training Record Criteria Screen

Step 3: Click the  button and, from the drop down list, select the unit that you wish to run the report on. You also have the option to include all sub units in the report.

Step 4: Use the  buttons to define a Begin Date and End Date for the report.

Step 5: Click the **Submit** button.

The Unit Training Record Report appears, similar to the following:



Unit Training Record Report				
		130-07-06 HAYDEN ISLAND		
Full Name: 1174174 ANDERSON, KENNETH T		Unit Number: 130-07-06		
Task	Instructor	Duration (hrs)	Completion Date Remarks	
(PWC) DISMOUNT AND REMOUNT PWC IN DEEP WATER		1	15 APR 2002	
(PWC) MANEUVER THROUGH BUOYED SLALOM COURSE		1	10 JUN 2002	
NAVIGATION RULES QUALIFICATION EXAM		1	12 JUN 2002	
Full Name: 1183318 BALL, ROSE M		Unit Number: 130-07-06		
Task	Instructor	Duration (hrs)	Completion Date Remarks	
(PWC) DISMOUNT AND REMOUNT PWC IN DEEP WATER		1	15 APR 2002	

Figure 10-34 Unit Training Record Report

Step 6: Once you have done what you wish with the report (for example, printing, saving to disk for later use), close the report by clicking the  at the upper right-hand corner of the window.

The window closes and the Unit Training Record Criteria screen appears.

10.8.6 Unit Certifications Report

Run a Unit Certifications report to retrieve a record of certified and non-certified competencies associated with individuals at a unit. Subunits may also be included in the report. Perform the following steps to run this report:

Step 1: From the TMT Main Menu, click the  button.

The Reports menu appears.

Step 2: Click the  button under Unit.

The Unit Certifications Report Criteria Screen appears:



Unit Certifications Report Criteria


Select Unit(s) to view in report:

Report Format: PDF

SUBMIT

RETURN TO REPORT MENU

Figure 10-35 Unit Certifications Report Criteria Screen


Step 3: Click the  button and, from the drop down list, select the unit that you wish to run the report on. You also have the option to include all sub units in the report.

Step 4: Click the **Submit** button.

The Unit Certifications report appears, similar to the following:

 UNITED STATES COAST GUARD AUXILIARY		Unit Certifications		
		130-11-01 BOISE		
Name: 1172517	CARON, EDWIN U	Unit Number: 130-11-01		
Competency		Date Qualified	Status	Last Update
BOAT CREW COXSWAIN			Not Qualified	24 JUL 2000
BOAT CREW CREWMEMBER		24 JUL 2000	Qualified	24 JUL 2000
Name: 1169848 CARON, SHIRLEY R		Unit Number: 130-11-01		
Competency		Date Qualified	Status	Last Update
BOAT CREW COXSWAIN			Not Qualified	24 JUL 2000
BOAT CREW CREWMEMBER		24 JUL 2000	Qualified	24 JUL 2000
Name: 1172445 COLE, SHIRLEY L		Unit Number: 130-11-01		
Competency		Date Qualified	Status	Last Update
ADMINISTRATIVE PROCEDURES (APC)			Not Qualified	01 JAN 1984
BOAT CREW CREWMEMBER			Not Qualified	03 JUL 2000
COMMUNICATIONS WORKSHOP			Not Qualified	08 APR 1999

Figure 10-36 Unit Certifications Screen

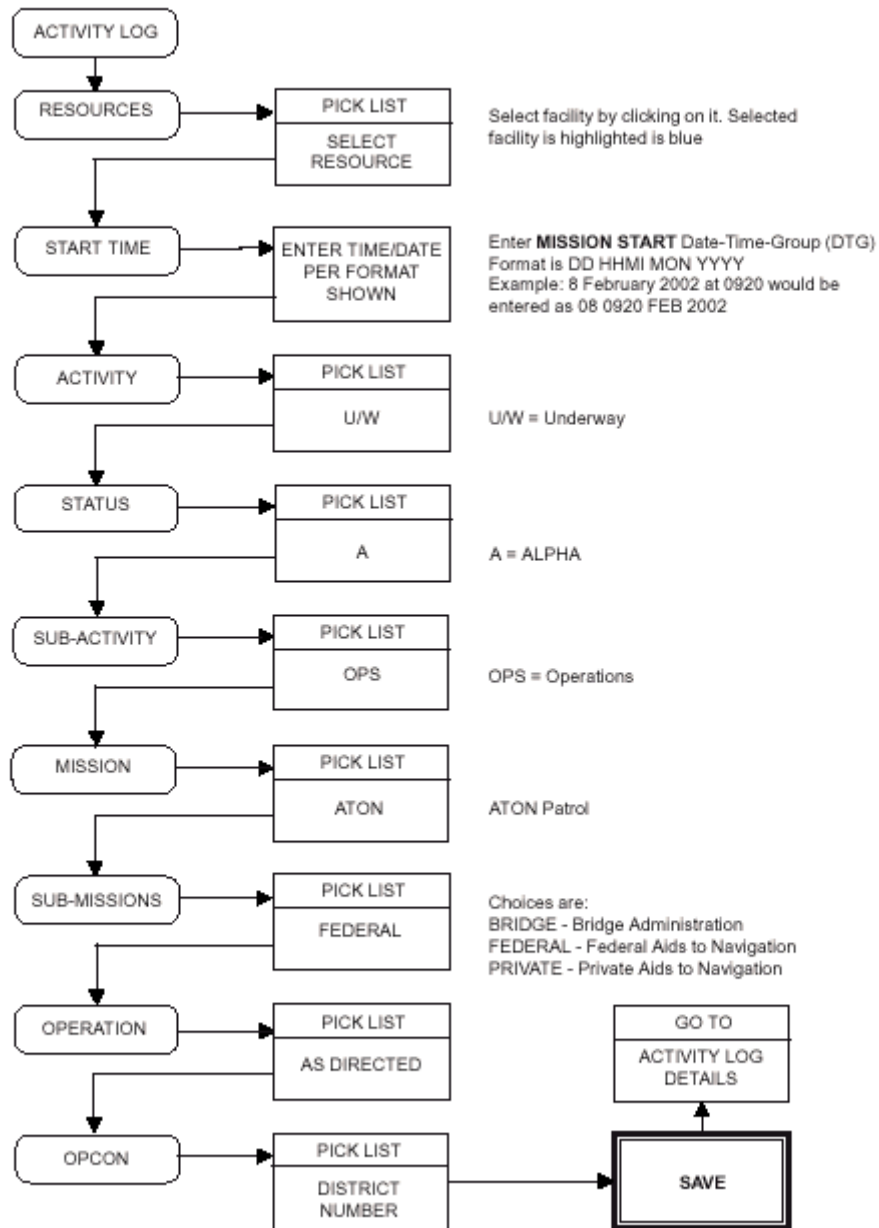
Step 5: Once you have done what you wish with the report (for example, printing, saving to disk for later use), close the report by clicking the  at the upper right-hand corner of the window.

The window closes and the Unit Certifications Criteria screen appears.

APPENDIX A

ACTIVITY LOGS BUTTON FLOW CHARTS

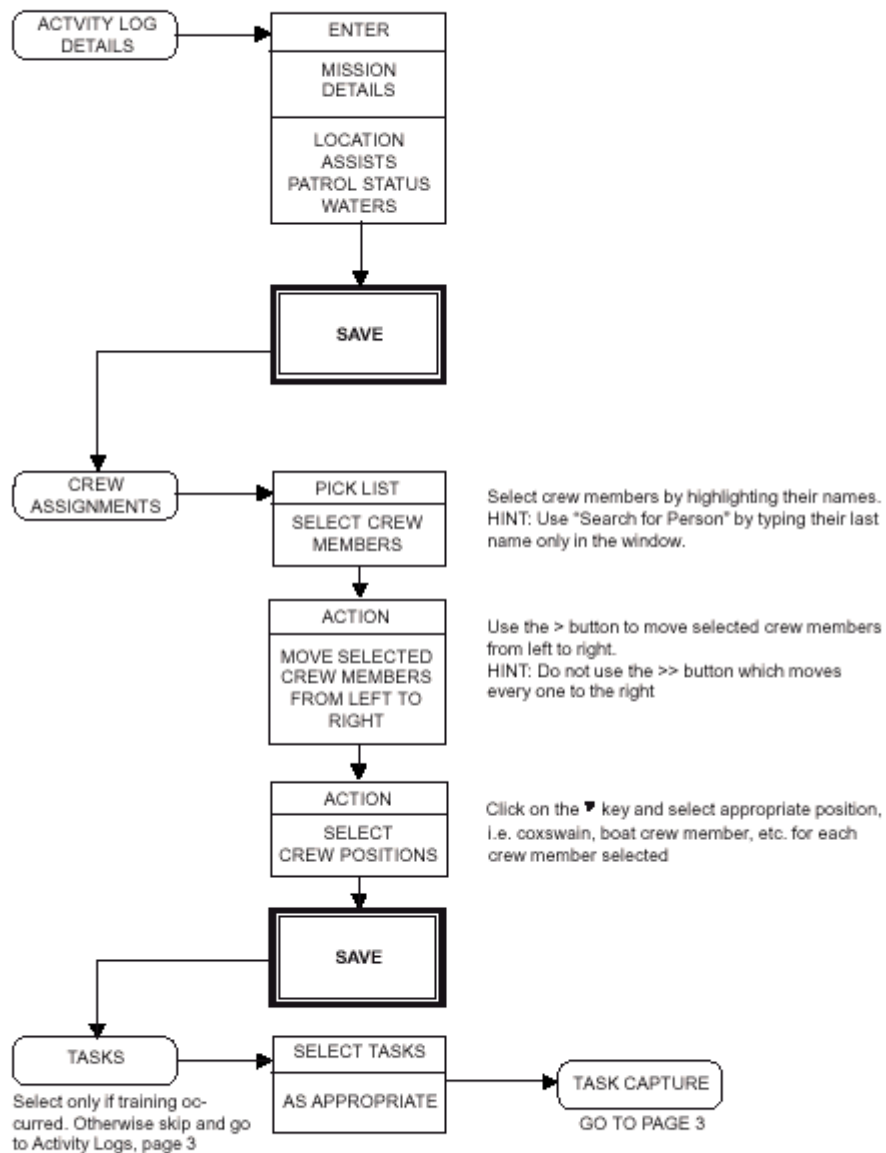
ATON PATROL (BOAT)



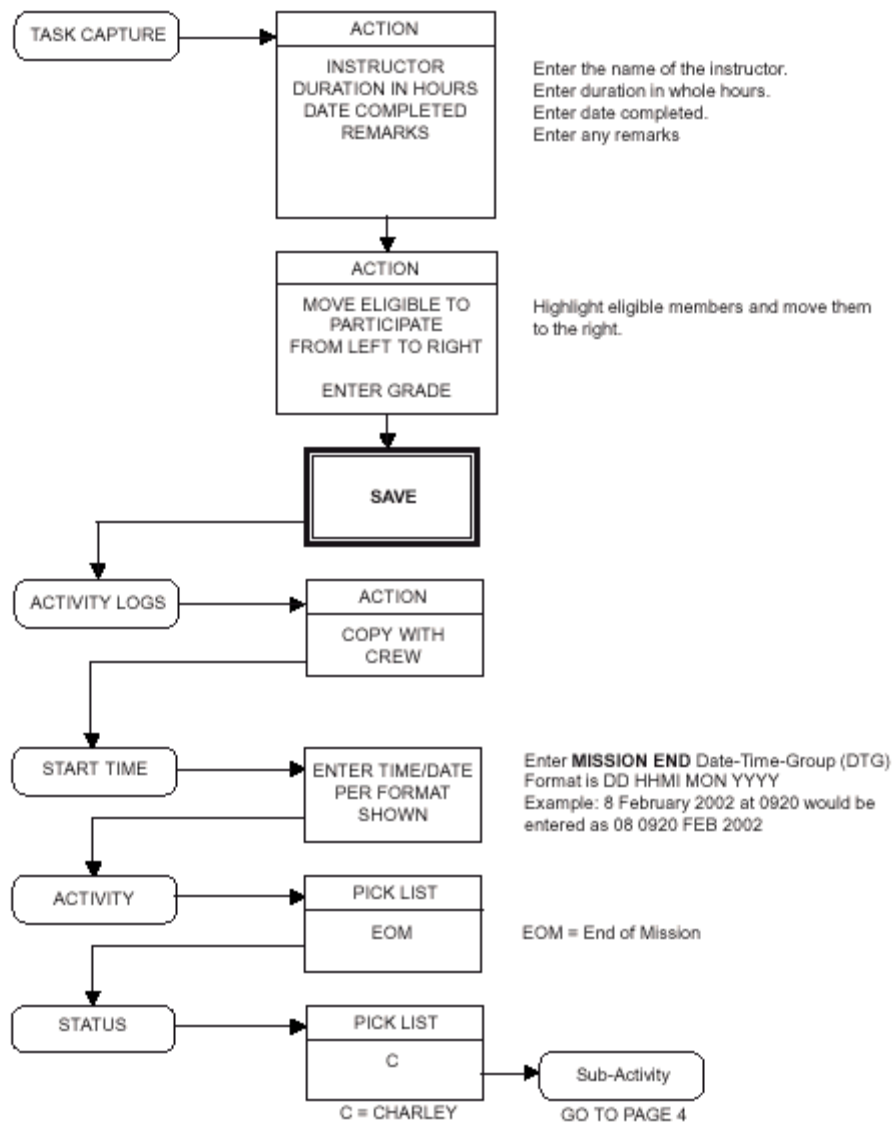
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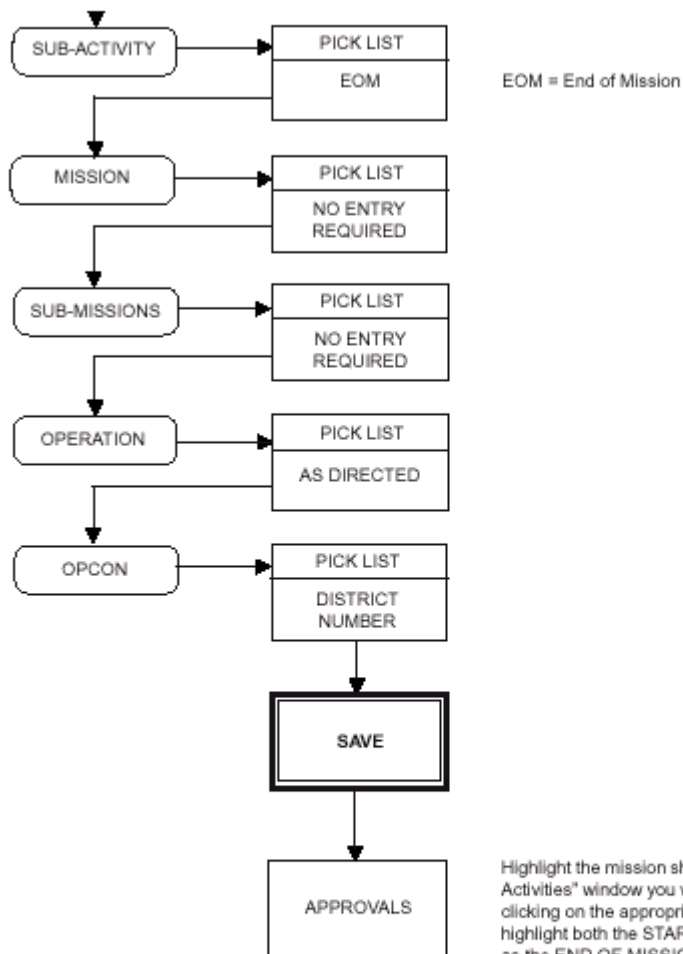
ATON PATROL (BOAT)



ATON PATROL (BOAT)



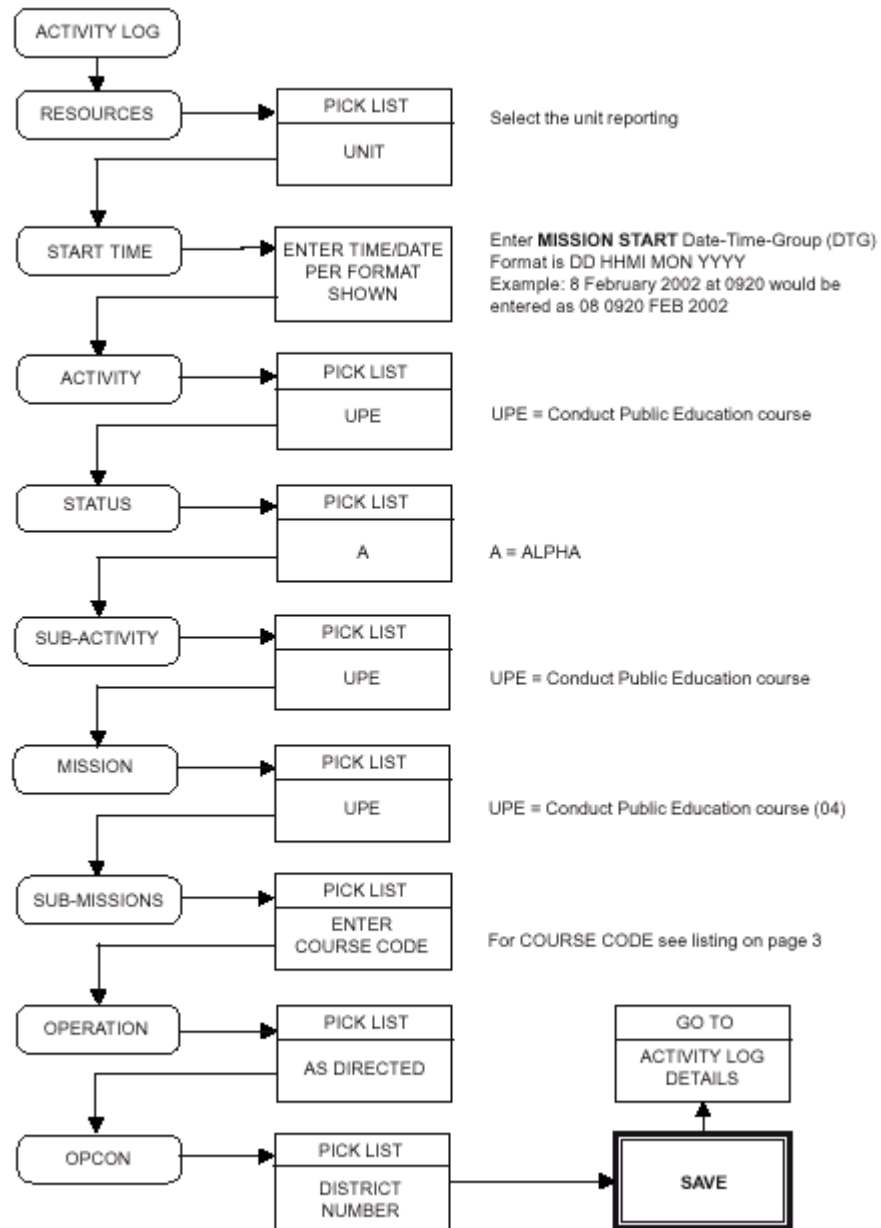
ATON PATROL (BOAT)



Highlight the mission shown in the "Unapproved Activities" window you want to approve by clicking on the appropriate line. Remember to highlight both the START MISSION line as well as the END OF MISSION line.

Click on UP and the mission is moved to the "Approved Activities" window.

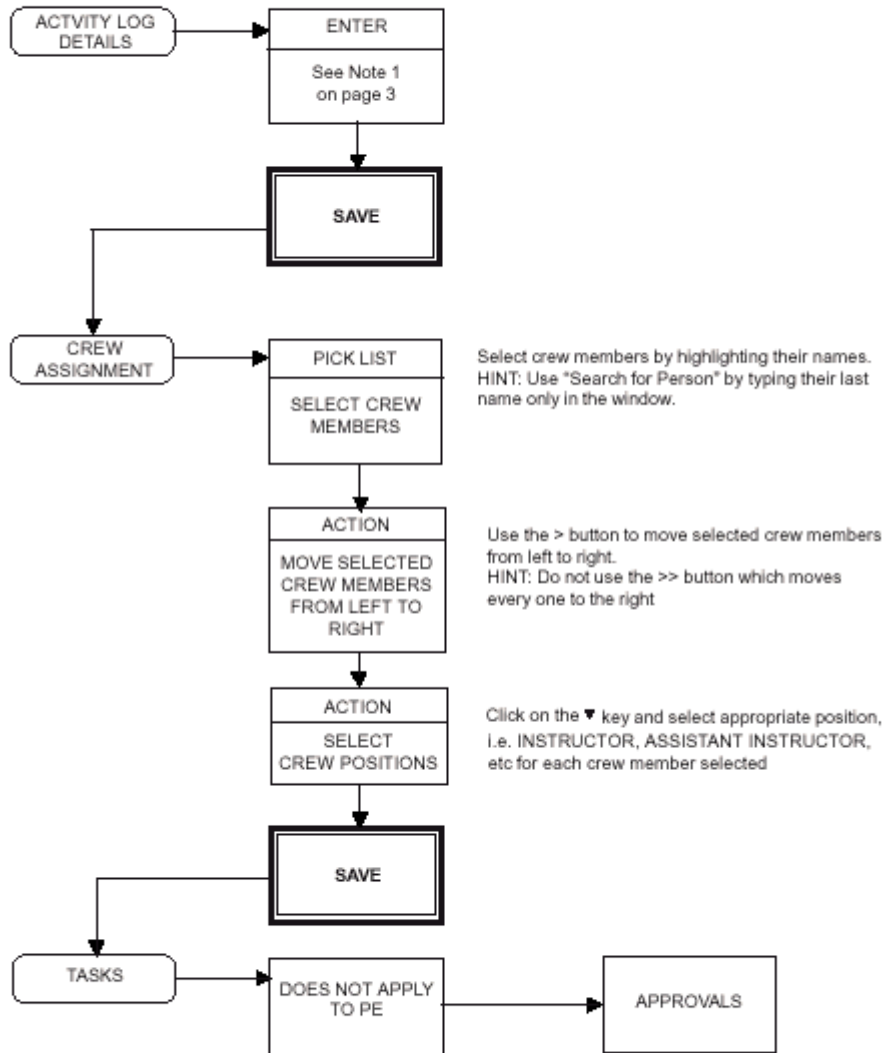
PUBLIC EDUCATION (PE)



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PUBLIC EDUCATION (PE)



PUBLIC EDUCATION (PE)

Public Education Course Codes:

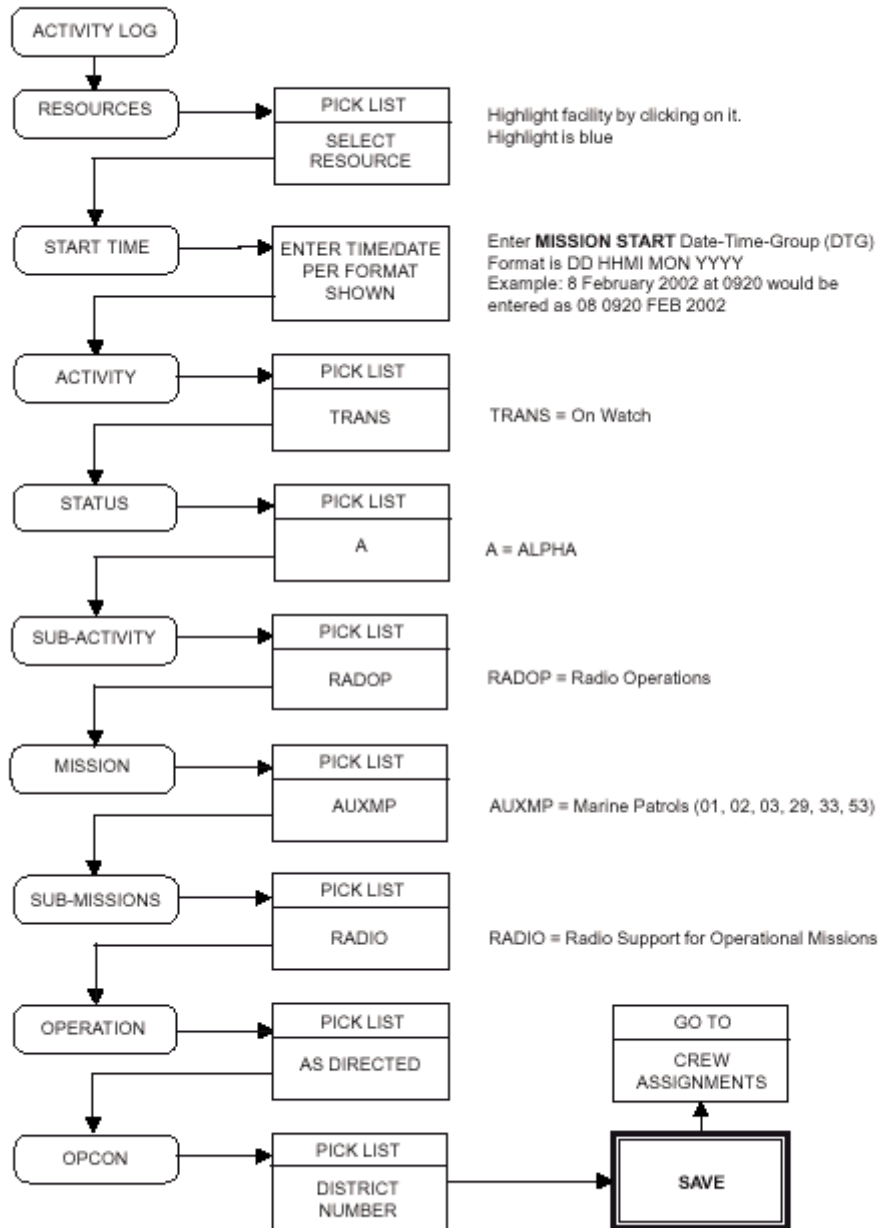
B10L	Boating Skills and Seamanship (10 to13-L)
B13L	Boating Skills and Seamanship (13-L)
B6L	Boating Skills and Seamanship (6-L Core)
B7L	Boating Skills and Seamanship (7 to 9-L)
BCN	Basic Coastal Navigation (8-L)
BSC	Boating Safely (4-L)
ACN	Advanced Coastal Navigation (14-L)
NBA	National Board Authorized 1 Lesson (1-L)
OWT	On The Water Training
PEABC	Americas Boating Course
PEBF	Boating Fun
PEGPS	Global Positioning System
PESF	Sailing Fundamentals
PEWE	Waypoints Course
PWC	Personal Watercraft Course
STATE	State Boating Course
SAILING	Let's Go Sailing

Note 1: Public Education Details:

Public Education Details are entered only at the last class session of the course being taught. But do enter the number of HOURS taught after every class session for the duration of the course.

Number of Enrollees
Total Number of Graduates
State Boating Course
Total Number of Enrollees 17 and under
Total Number of Graduates 17 and under
State Class Taught in (Two letter abbreviation of the State)

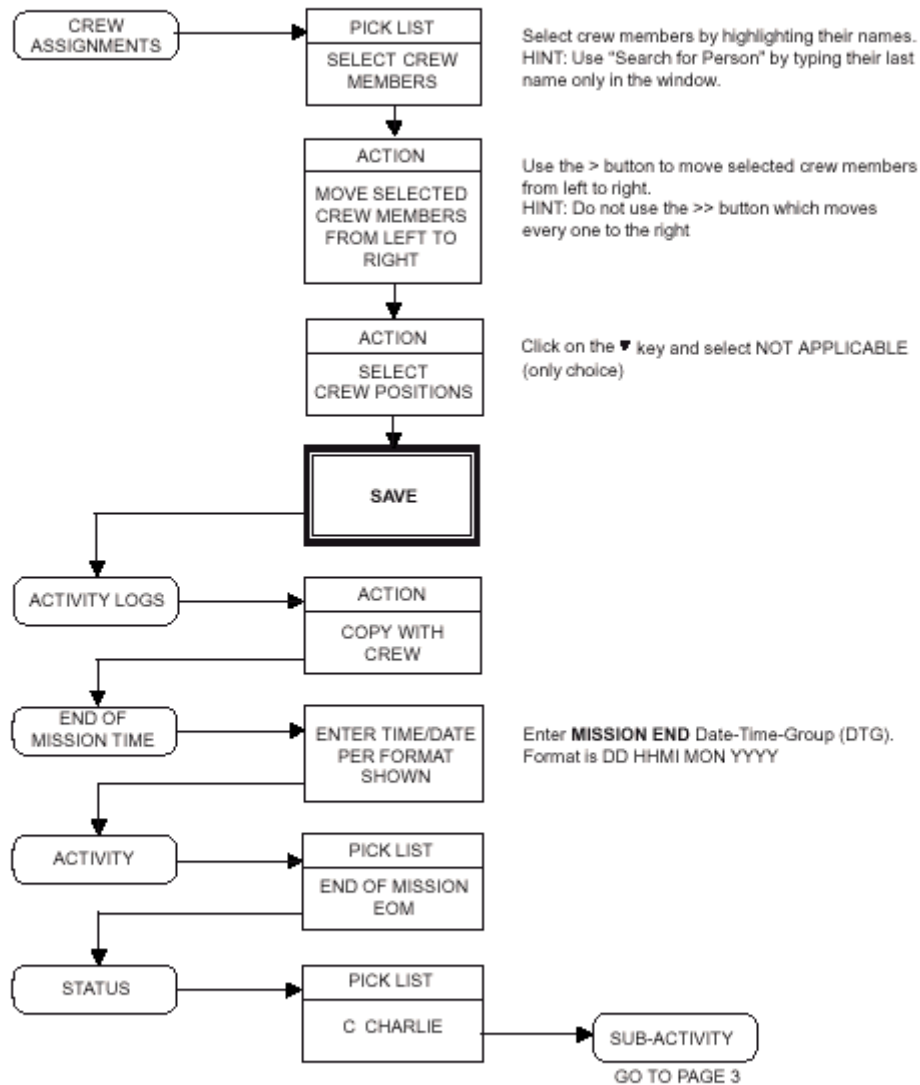
RADIO MISSION - MARINE PATROL (RADIO)



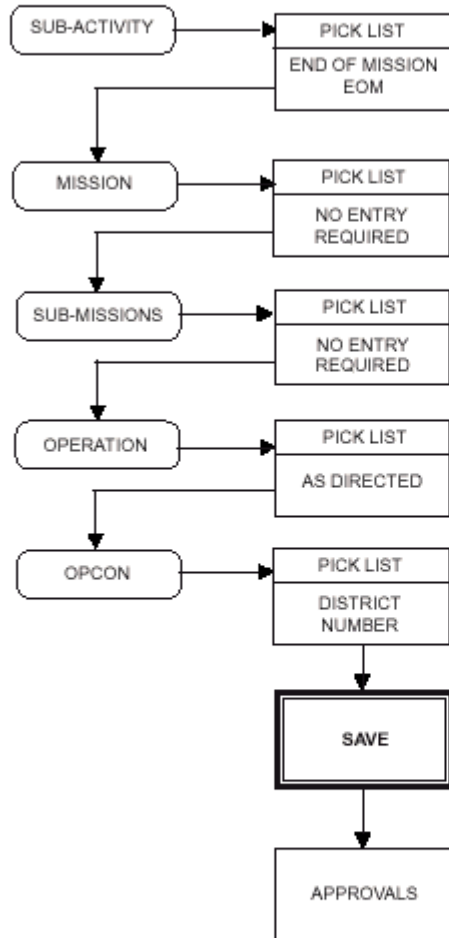
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RADIO MISSION (RADIO)



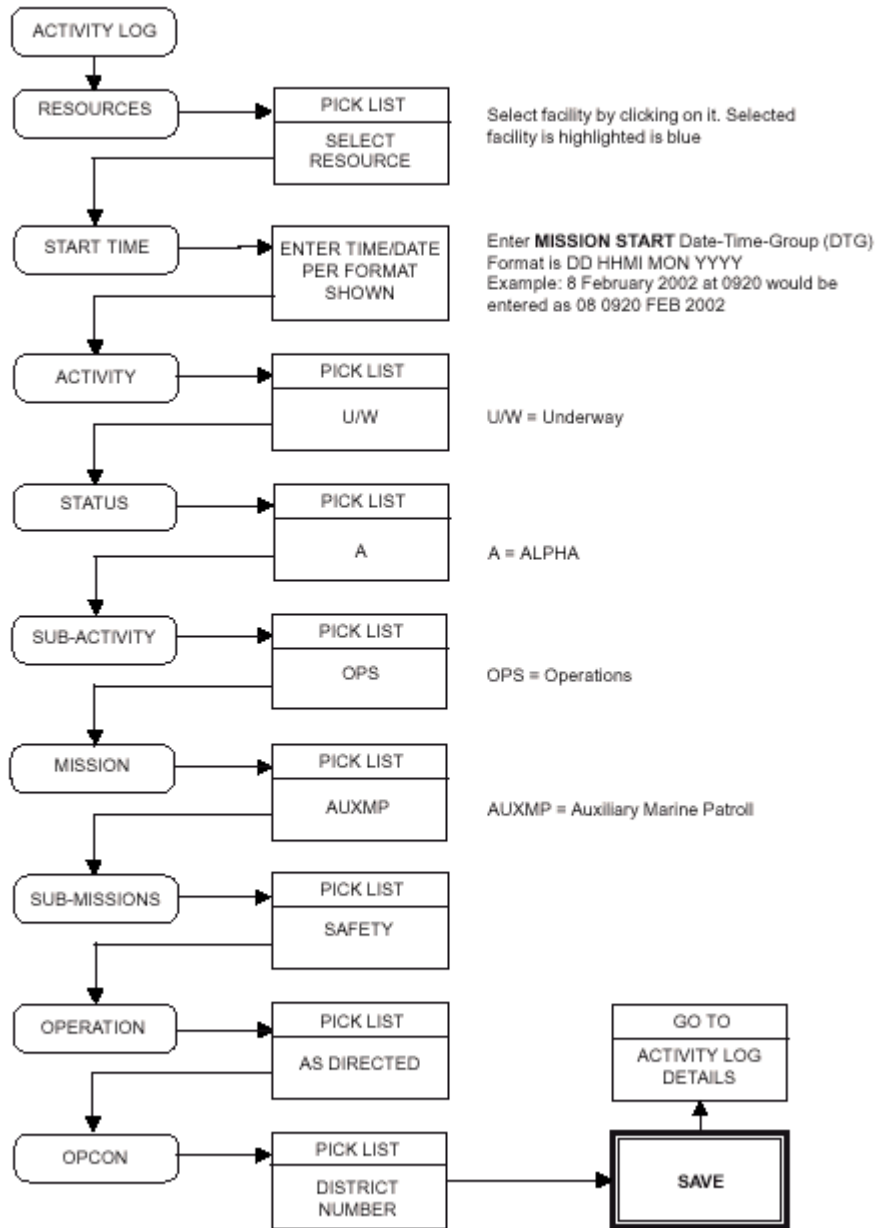
RADIO MISSION (RADIO)



Highlight the mission shown in the "Unapproved Activities" window you want to approve by clicking on the appropriate line. Remember to highlight both the START MISSION line as well as the END OF MISSION line.

Click on UP and the mission is moved to the "Approved Activities" window.

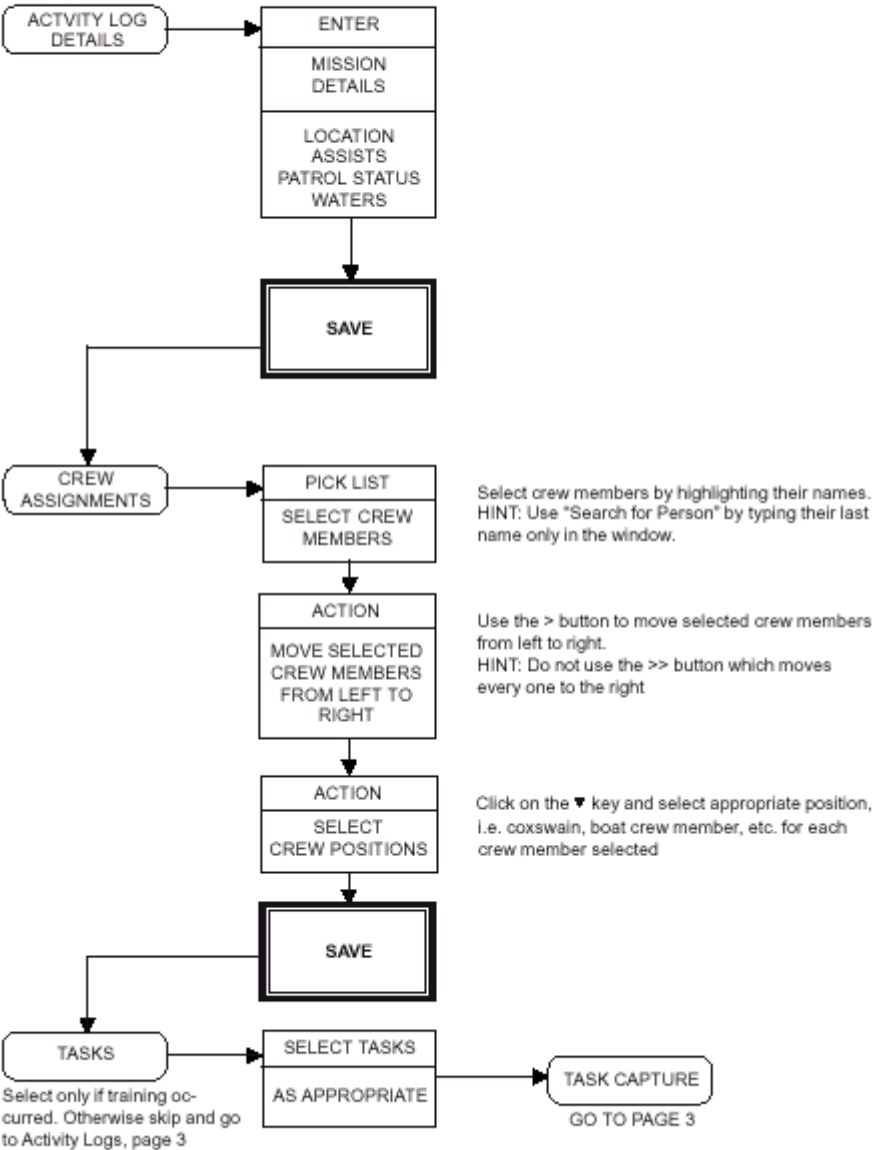
SAFETY PATROL (BOAT)



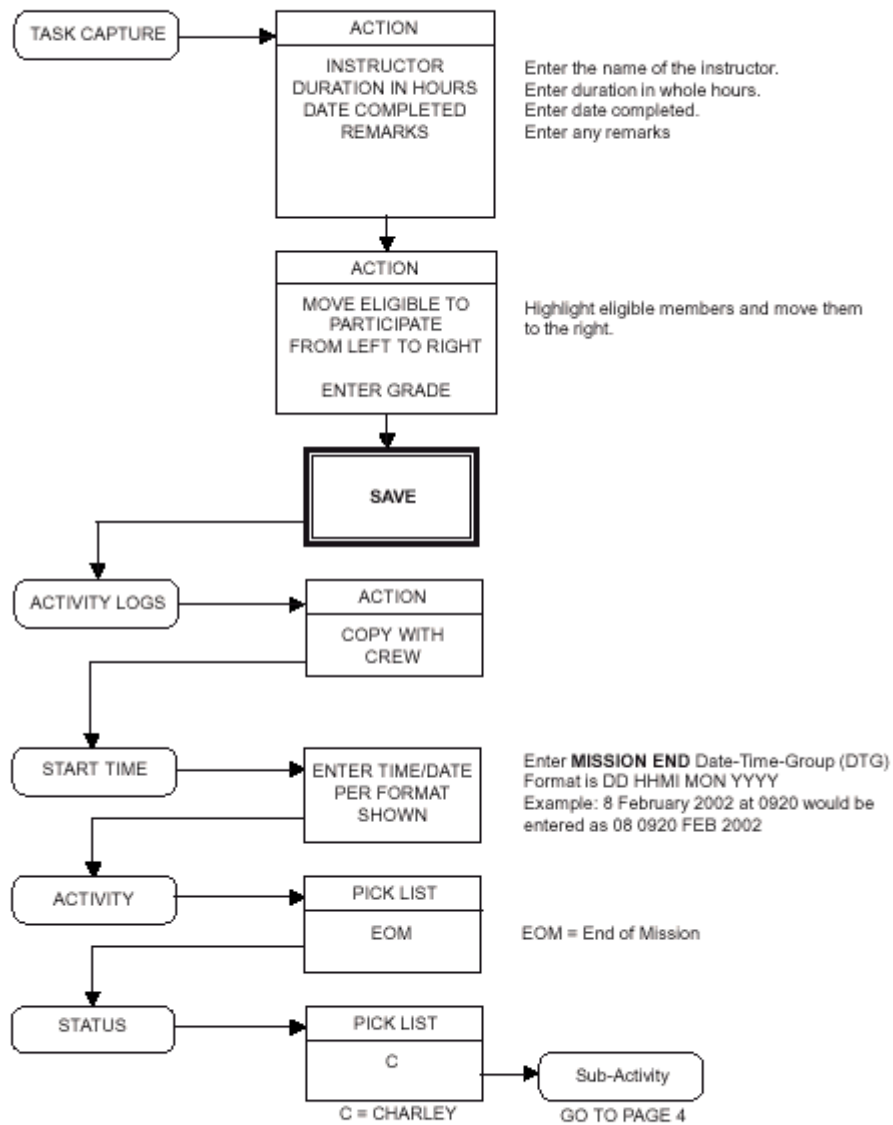
Page 1 of 4

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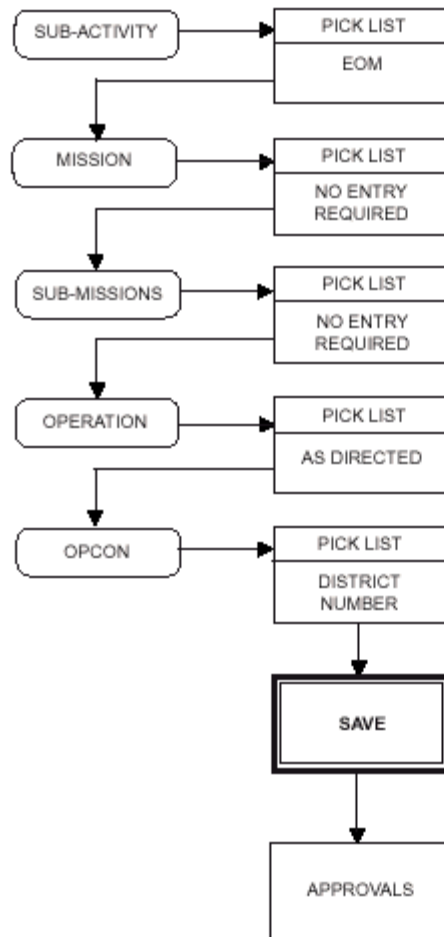
SAFETY PATROL (BOAT)



SAFETY PATROL (BOAT)



ATON PATROL (BOAT)

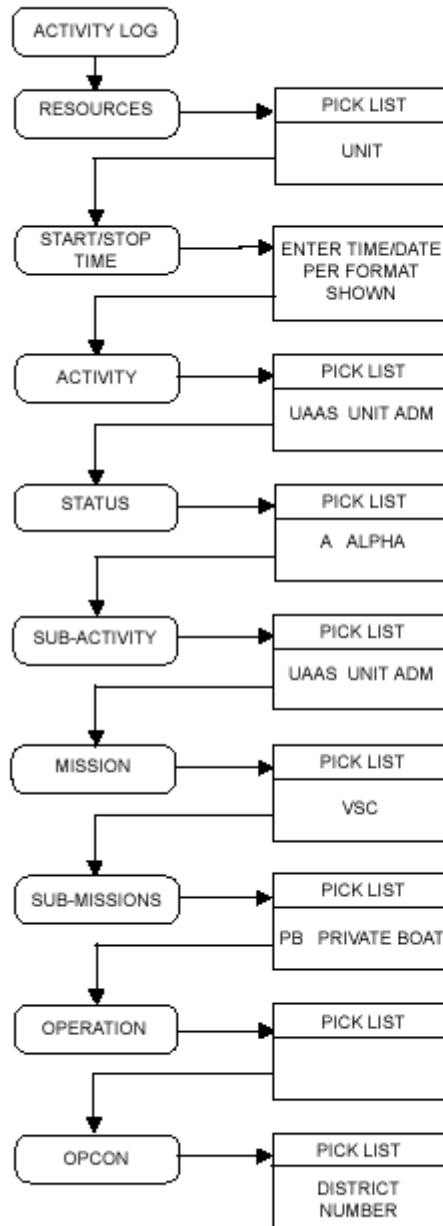


EOM = End of Mission

Highlight the mission shown in the "Unapproved Activities" window you want to approve by clicking on the appropriate line. Remember to highlight both the START MISSION line as well as the END OF MISSION line.

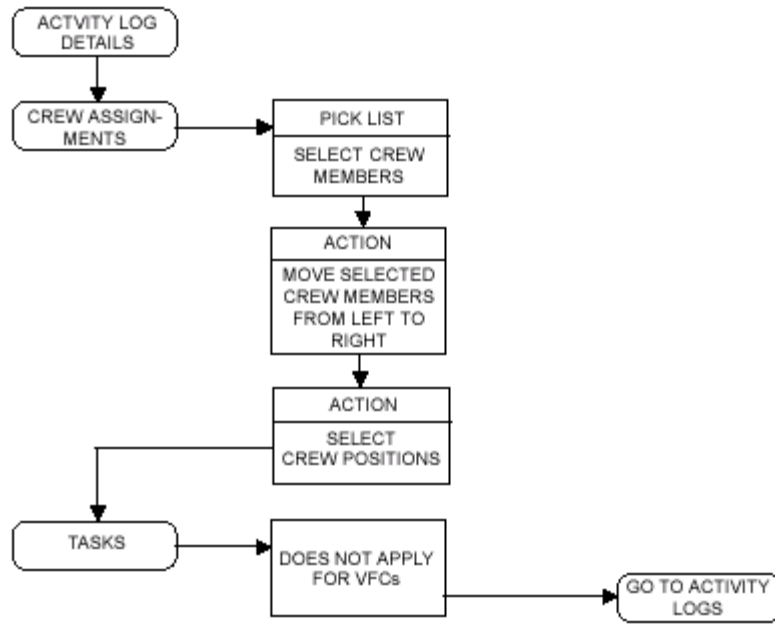
Click on UP and the mission is moved to the "Approved Activities" window.

VESSEL SAFETY CHECK (VSC)



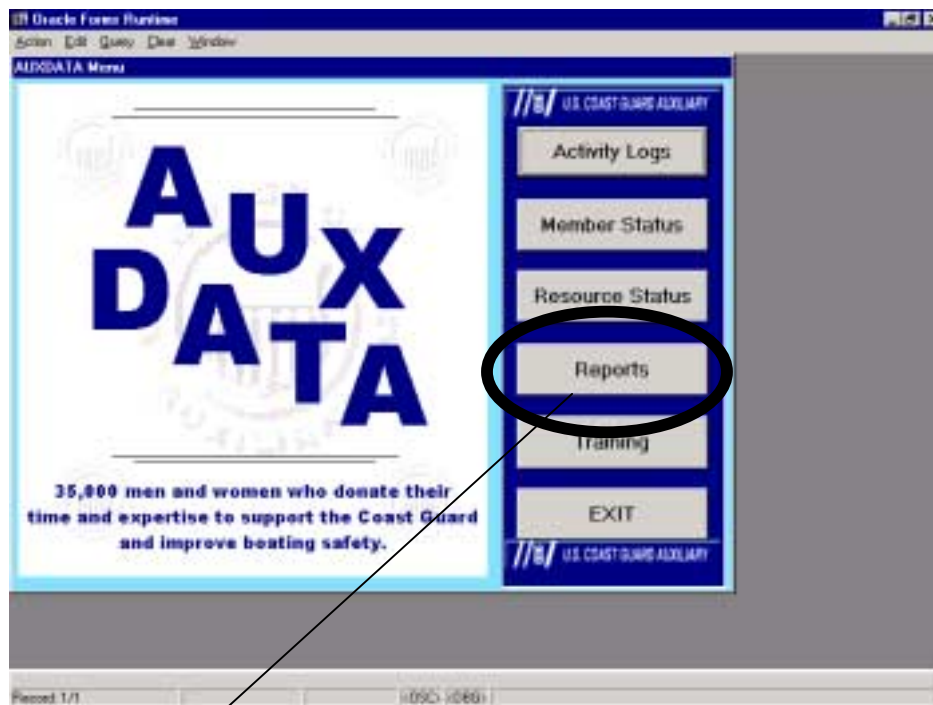
NOTE: For a complete listing of the "Pick Lists" go to Table XX in this document or "List of Values" on the screen.

VESSEL SAFETY CHECK (VSC) cont.



APPENDIX B
PRINTING REPORTS THROUGH
THE CITRIX SERVER

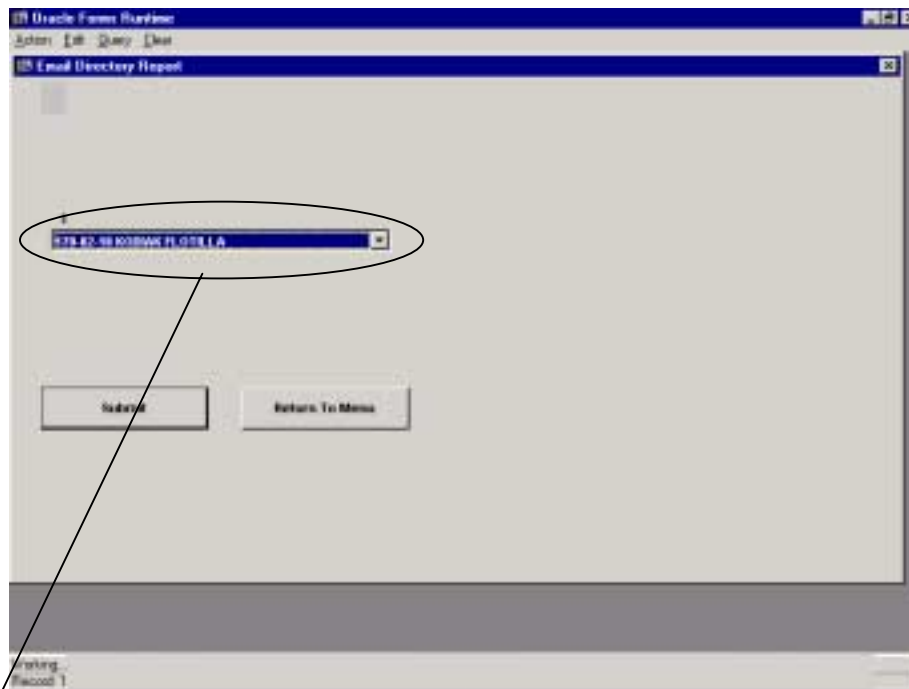
To help your users with printing reports when connected through the CITRIX server (**Internet Users: [Production Database](#)**), please let them know that they can save the file to their local (client) disk drive by following the instructions below.



Select the reports button...

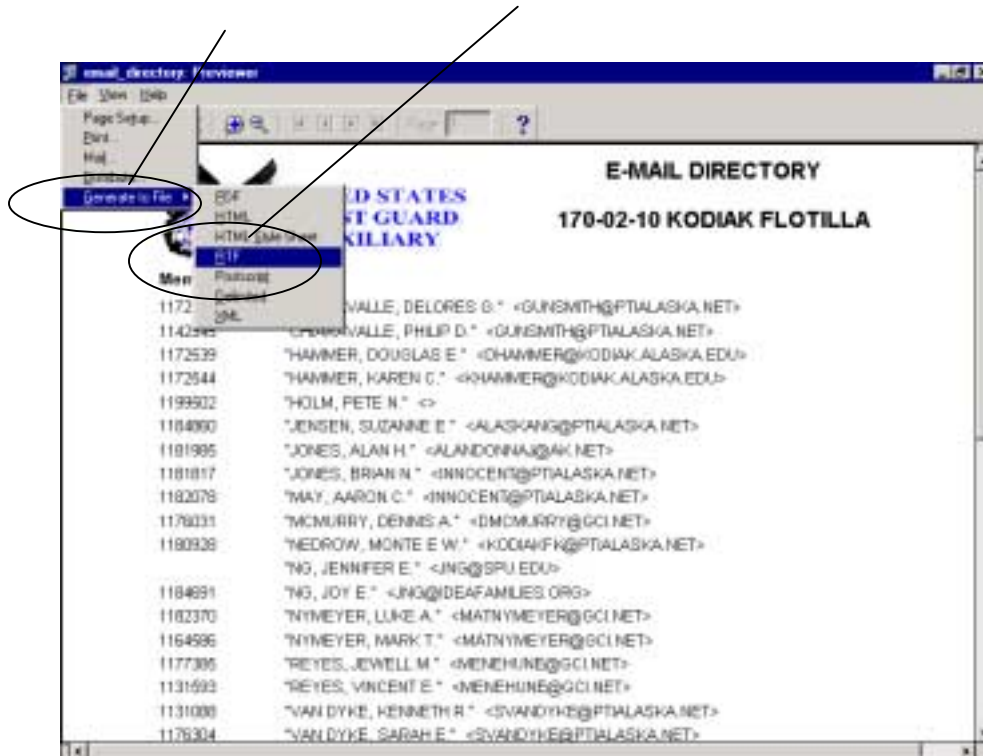


Select Email Directory....

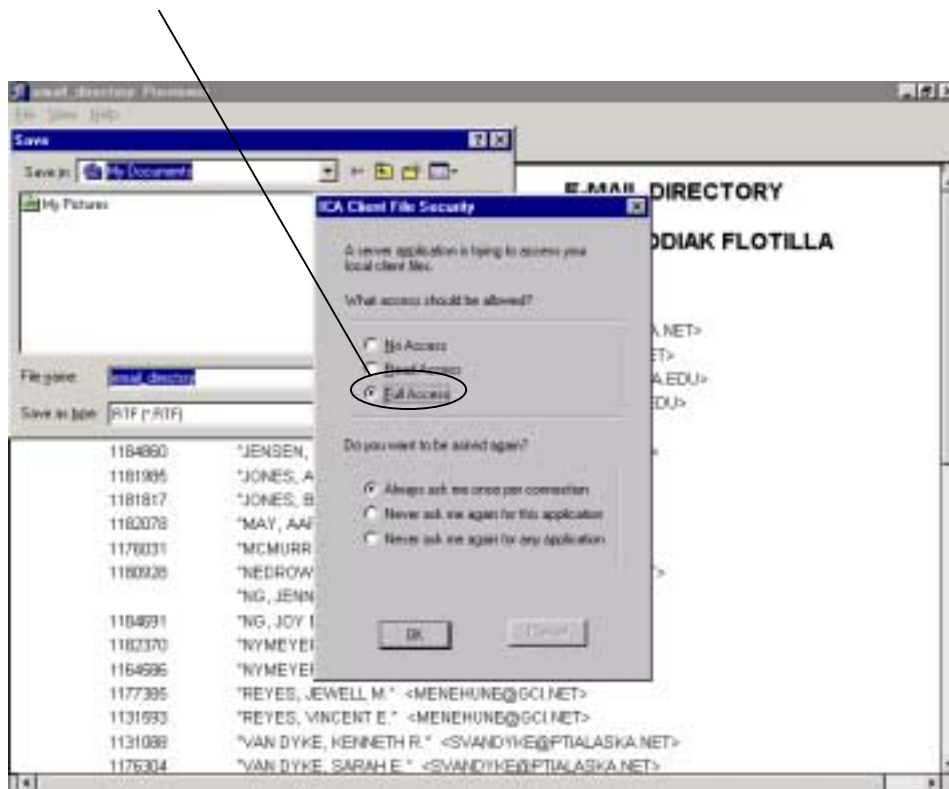


Select the appropriate flotilla...

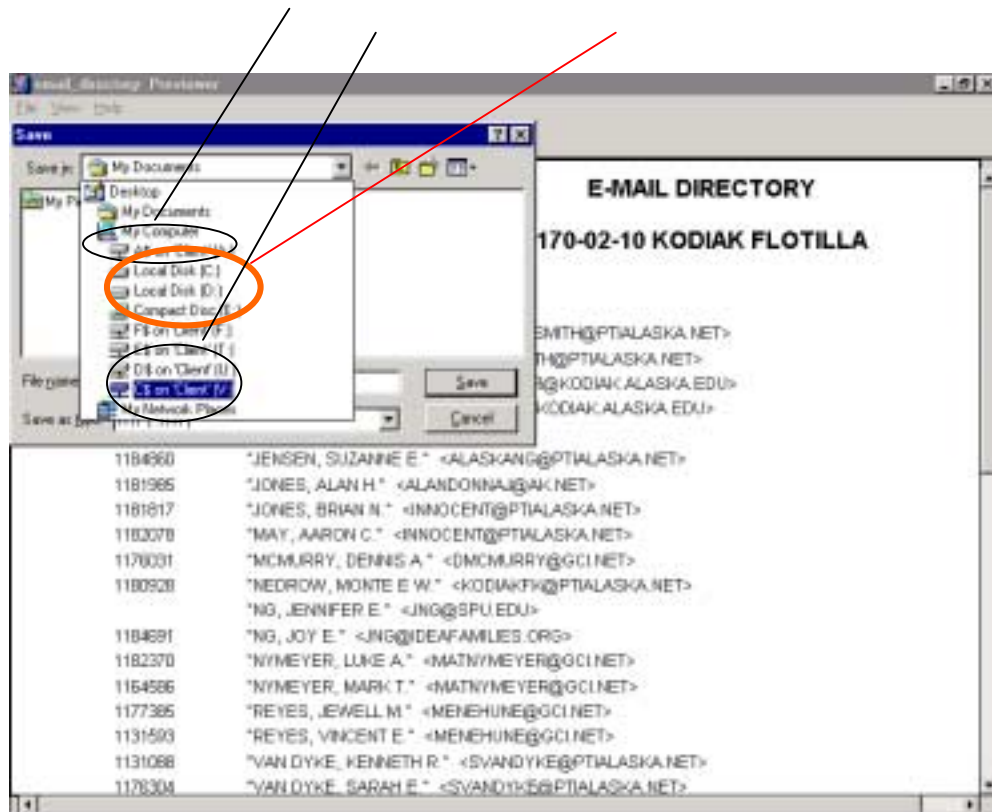
Select "Generate to File", then appropriate type



Select "Full Access"



Select appropriate locations on CLIENT workstation...do **not select** LOCAL



Save to the appropriate Client location

